



# Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

## **Notice of Meeting to Members of the Public and Press**

Members of the public are cordially invited to attend a meeting of Redenhall with Harleston Town Council which will be held in the Social Room, Memorial Hall Leisure Centre, Harleston on Tuesday 27<sup>th</sup> June 2023 at 7.00pm to consider the business detailed below.

**Signed:** Clare Crane - Town Clerk

**Date:** 21<sup>st</sup> June 2023

**Members of the press and public are welcome to attend – there will be an opportunity for public participation agenda item 7.**

**SELFLESSNESS, INTEGRITY, OBJECTIVITY, ACCOUNTABILITY, OPENNESS,  
HONESTY & LEADERSHIP**

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## **AGENDA**

1. Welcome
2. To receive and consider accepting apologies from members unable to attend.
3. To acknowledge the resignation of Cllr Russ Wilkins on the 5<sup>th</sup> of June 2023.
4. To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.<sup>1</sup>
5. To receive and approve the minutes of the last Town Council meeting on Wednesday 17<sup>th</sup> May 2023 (copy herewith)
6. To note progress on decisions made at the last meeting of Council (copy herewith)
7. To consider a resolution under Standing Orders 3e to suspend the meeting to receive reports from the Police, County and District Councillors, and to hear comments from members of the public on items to be discussed on the agenda (the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of 5 minutes each).<sup>2</sup>
8. To receive the following recommendation and resolve to adopt
  - a) Amenities Committee Terms of Reference (7<sup>th</sup> June 2023) (copy herewith)
  - b) Leisure Centre Management Committee Terms of Reference (14<sup>th</sup> June 2023) (copy herewith)

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<sup>1</sup> All details to be found at <https://harleston-tc.gov.uk/your-town-council/become-a-councillor/>

<sup>2</sup> All details to be found at <https://harleston-tc.gov.uk/your-town-council/become-a-councillor/>

- c) Finance Committee Terms of Reference (subject to agreement at the 21<sup>st</sup> June 2023 meeting)
- d) Planning Committee Terms of Reference (subject to agreement at the 26<sup>th</sup> June 2023 meeting)
- 9. To receive and review the Internal Auditors Report (Mr T Brown) for year ending 2022/23 and formulate and agree any recommendations (copy herewith)
- 10. As recommended by the Internal Auditor (Mr T Brown)
  - a) To agree a schedule for independent financial scrutiny every quarter and for the findings to be reported back to the Finance Committee for review.
- 11. Presentation of the 2022/2023 End of Year Finance report
  - a) To receive and note the Annual Governance and Accountability Return (AGAR) 2022/23 Form 3 (copy herewith – whole document)
  - b) To receive the Annual Internal Audit Report (AGAR) completed by Mr T Brown for 2022/23 (copy herewith – Signed version)
  - c) To complete the Annual Governance Statement 2022/23 Section 1 and approve. Both the Chairman and the Clerk to sign the hard copy (see copy item 11a)
  - d) To receive the Accounting Statements 2022/23 Section 2 and approve. Both the Chairman and the RFO to sign the hard copy (see copy item 11a)
- 12. To receive recommendation from the Finance Committee (subject to agreement at the 21<sup>st</sup> June 2023 meeting) to agree and adopt the bank mandate (signatories) for all council bank accounts 2023/24<sup>3</sup>
- 13. To note that Park Radio has agreed to repay the Town Council the £500 grant that was awarded to them in 2022/23 due to the Grant Awarding Policy conditions 3 & 4 not being met.<sup>4</sup>
- 14. To receive and examine the Insurance Policy Renewal Documents - Period of Insurance from 23rd June 2023 to 22nd June 2024, Renewal Premium £ 8,567.80, Schedule Number 113458485 - Long term agreement active until 23rd June 2025 and subject to F5.4 <sup>5</sup>agree to make the payment of £8567.80 (copy herewith)
- 15. To receive and note annual report in line with the Grant Awarding Policy<sup>6</sup> (absence at the Annual Town Meeting) (copy herewith)
  - a. Historical Society £260 (Awarded 5<sup>th</sup> December 2022 for payment April 2023)
- 16. To approve the grant payments for 2023/24, agreed at the Finance Committee meeting 5<sup>th</sup> December 2022<sup>7</sup> (Financial Regulation 4.1)
  - a) £6,500 to HIP (Harleston Information Plus)
  - b) £260 to (Harleston Historical Society)
- 17. To receive and note the contents of Income and Expenditure reports examined by the Finance Committee on 21<sup>st</sup> June 2023 meeting.

<sup>3</sup> FR1.14. The council must: determine and keep under regular review the bank mandate for all council bank accounts.

<sup>4</sup> All details to be found at <https://harleston-tc.gov.uk/grants/>

<sup>5</sup> All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

<sup>6</sup> All details to be found at <https://harleston-tc.gov.uk/grants/>

<sup>7</sup> All details to be found at [Finance Committee Meeting Minutes 5<sup>th</sup> December 2022 – item 7b](#)

- a) Month 1 (copy herewith)
  - b) Month 2 (copy herewith)
- 18.** To note the requirement for a new Town Council representative for Harleston's Future (due to the resignation of Cllr Wilkins) and agree a new representative.
- 19.** To agree the continuation of the following Town Council working parties and agree staff and councillor representatives.
- a. Christmas Lights Working Party (Staff – Operations Manager, Communications, Marketing and Events Officer, Maintenance Team)
  - b. Kindness Help Hub (Finance Officer)
- 20.** To agree to dissolve the working party for the King's Coronation Event and remove the Terms of Reference from the website.<sup>8</sup>
- 21.** To agree to continue with the details set out in the Armed Forces Covenant Pledge dated 1<sup>st</sup> November 2021<sup>9</sup> (copy herewith)
- 22.** To agree to appoint a Town Council Royal British Legion Champion.
- 23.** To note an 'Act of Remembrance' at Harleston War Memorial on Thursday 27th July 2023 starting at 11.00am marking 70 years since the signing of the armistice (RBL and Rev Tufnell)
- 24.** To receive Committee updates and report on any significant issues arising<sup>10</sup>:
- a) Amenities Meeting – Last meeting held 7<sup>th</sup> June 2023
  - b) Leisure Centre Management Meeting – Last meeting held 14<sup>th</sup> June 2023
  - c) Finance Meeting – Last meeting held 21<sup>st</sup> June 2023
  - d) Planning Meeting - Last meeting held 26<sup>th</sup> June 2023
- 25.** To consider information or issues relevant to Council from members for brief discussion, action, or inclusion on a future agenda and receive reports from
- a) Chairman (including an update on the Community Triangle event attended on 4th May 2023)
  - b) Councillors (for information only)
  - c) Clerk (copy herewith)
- 26.** To receive and note information sent via email from the Town Clerk to members of the Town Council in relation to Norfolk County Council's feedback on the extension of yellow lines on Love Lane (copy herewith)
- 27.** To receive significant correspondence and agree on actions required.
- a) Norfolk County Council regarding the Road Safety Community Fund (copy herewith)
  - b) Action for Harleston 5<sup>th</sup> June 2023 – Poll Results on CCTV in the Town (copy herewith)
- 28.** To note the date of the next Town Council meeting on Wednesday 26<sup>th</sup> July 2023 7.00pm start in the Social Room at the Memorial Leisure Centre

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<sup>8</sup> All details to be found at <https://harleston-tc.gov.uk/wp-content/uploads/simple-file-list/Policies/Terms-of-Reference/Working-Parties/ToR-Kings-Coronation-2023-04.pdf>

<sup>9</sup> All details can be found <https://harleston-tc.gov.uk/armed-forces-covenant/>

<sup>10</sup> All details to be found at <https://harleston-tc.gov.uk/town-council-minutes/>





## Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Chairman: Paul MBA

**Minutes of a meeting of Redenhall with Harleston Town Council held in the Social Room at the Memorial Leisure Centre on Wednesday 17<sup>th</sup> May 2023 at 7pm.**

**Present:** Councillors:- Paul MBA (Chairman), Matt Scade (Vice Chairman), Russ Wilkins, Clive Digby, Adrian Brownsea, Lizzy Pegg, Lucy Chenery, Yvette Tyler, Keith Harrison, Clive Attwood

**Also, present:** Clare Crane (Town Clerk), Emma Chandler (Deputy Town Clerk)

**Members of the Public:** Barry Woods, Lynda Ling, Michael Hardy, Cheryl Davies, Gemma Berryman

In the absence of Cllr Graham, Cllr Scade welcomed everyone to the meeting before calling for nominations for Chairman

### 1. To elect

#### a) a Chairman

Cllr MBA and Cllr Wilkins nominated themselves for the position.

By show of hands Cllr MBA received 8 votes

By show of hands Cllr Wilkins received 0 votes.

By majority vote Cllr MBA accepted the position of Chairman

#### b) a Vice-Chairman

Cllr Scade nominated himself with no further nominations.

By show of hands unanimously voted in favour of Cllr Scade who accepted the position of Vice Chairman

### 2. To receive the Chairman and Vice Chairman's Declaration of Acceptance of Office.

The Chairman and Vice Chairman completed and signed their Declaration of Acceptance of Office. The Clerk witnessed and signed the documents.

### 3. Clerk to confirm.

#### a) the receipt of all Councillors Declaration of Acceptance of Office.

The Clerk confirmed that all Declarations of Acceptance have been received.

#### b) the deadline and procedure for Councillors to complete their Register of Members' Pecuniary and Other Disclosable Interests Localism Act 2011 & Local Government Association (LGA) Model Code of Conduct.

The Clerk confirmed that the forms must be completed within 28 days of the election (1<sup>st</sup> June) and it was the individuals responsibility to submit these to South Norfolk District Council. The Clerk confirmed that she would send copies to those who had not received a copy.

**4. Welcome**

Cllr MBA welcomed everyone to the meeting.

**5. To receive and consider accepting apologies from members unable to attend.**

Apologies were received and accepted from Shelagh West due to being out of the parish.

Apologies were received from District Councillors Graham and Eddy and County Councillor Wilby.

**6. To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.**

No interests declared.

**7. To receive and acknowledge the Town Councils key documents.**

- a) **Code of Conduct**
- b) **Financial Regulations**
- c) **Standing Orders**
- d) **Civility and Respect Pledge**

Unanimously acknowledged all documents.

**8. To receive and approve the minutes of the last Town Council meeting on Wednesday 12<sup>th</sup> April 2023**

Minutes were approved by members in attendance and signed by the Chairman.

**9. To note progress on decisions made at the last meeting of Council Town Council 12<sup>th</sup> April 2023**

- Cllr Graham confirmed that he has been in contact with the resident who raised concerns about seating in the town and the amount of disabled parking spaces following the town improvement project, and he will formally respond before the end of the Council term. - Action: Cllr Graham  
**No further update available**
- The Town Clerk confirmed that the adopted policies are yet to be uploaded to the website. – Action: Town Clerk  
**Reformatting in progress, to be completed by the June Town Council Meeting**
- The Town Clerk confirmed that all matters relating to the town centre improvement project have been raised with the project board and are still outstanding.  
**Meeting arranged with the Town Clerk. Report to follow at the June Town Council meeting**
- The Town Clerk confirmed she has made the appointment with Mr T Brown for the internal audit 2022/23. - Action: Town Clerk  
**Audit took place on Thursday 11<sup>th</sup> May 2023**

- The Town Clerk confirmed that the membership subscription to Norfolk ALC and NALC has been paid and it was noted by the April Finance committee. - Action: Town Clerk

**Completed**

- To agree to accept the conditions as set out by Norfolk County Council (Highways) for delivering the scheme. Town Clerk to complete the documentation. - Action: Town Clerk

**Documents completed and sent to Linda McDermott 25/04/2023**

- To agree to the Memorandum of Understanding between Norfolk County Council (Highways) and the Parish of Redenhall with Harleston concerning the use of temporary Speed Awareness Messaging. Town Clerk to complete the documentation. - Action: Town Clerk

**Documents completed and sent to Linda McDermott 25/04/2023**

- To consider Harleston Town Councils appointing Jackaman's Solicitors to undertake the writing of the lease agreement and associated documents on behalf of Harleston Town Council working with Harleston Town Football Club. Town Clerk to instruct the solicitors. - Action: Town Clerk

**In progress Clerk to gave a verbal update**

- To agree in principle that the lease will run for 15 years in order for two sets of FA funding be obtained by Harleston Town Football Club over the next three years subject to the agreement of Jackaman's Solicitors. Town Clerk to check with Jackaman's that this extension to the term does not create any ongoing issues. - Action: Town Clerk

**In progress Clerk to gave a verbal update**

- The Town Clerk confirmed that she provided comments to the bus 581 consultation highlighting the fact that children must wait an hour and 20 minutes for the first bus home because the school finishing time being extended by 5 minutes. The Town Clerk confirmed that the consultation was publicised via social media. - Action: Town Clerk

**Completed**

- The Town Clerk confirmed that the Town Council would like to be involved in antisocial behaviour project and requested for her details to be passed on for further information. - Action: Town Clerk

**Completed**

- The Town Clerk confirmed she had removed the Terms of Reference for the Neighbourhood Plan 2020-10 from the website. - Action: Town Clerk

**Completed**

- The Town Clerk confirmed she had removed the Terms of Reference for the Celebration Event 2023-01 from the website. - Action: Town Clerk  
**Completed**
  - The Town Clerk confirmed that an email was sent to the town improvement scheme project board requesting a response to additional issues raised:- pavement damage outside The Swan, problems with retailer deliveries and signage (JD Youngs). - Action: Town Clerk  
**Completed**
  - The Town Clerk was asked to inform all Councillors when the site meeting is scheduled. - Action: Town Clerk  
**Completed**
  - Correspondence regarding the Football Club Lease  
Cllr Wilkins to draft a response and send to the Town Clerk. - Action: Cllr Wilkins  
**In progress verbal update to be provided**
  - The Town Clerk confirmed that an email was sent to the town improvement scheme project board requesting a response to the questions raised at the Councillor Surgery held on the 11<sup>th</sup> March 2023. - Action: Town Clerk  
**Completed**
  - The Town Clerk confirmed she had responded directly to correspondence received regarding the Bupa Dental Practice and a put out a post via social media. - Action: Town Clerk  
**Completed**
- 10. To resolve that from 17 May 2023 this council has met the conditions of eligibility as defined in the Localism Act 2011 and SI965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, for Redenhall with Harleston Town Council to adopt the General Power of Competence**  
The Clerk gave a brief explanation of the General Power of Competence for the benefit of the new councillors.  
Cllr Brownsea proposed the adoption and Cllr Pegg seconded the motion.  
By show of hands unanimously in favour of adoption.
- 11. To consider a resolution under Standing Orders 3e to suspend the meeting to receive reports from the Police, County and District Councillors, and to hear comments from members of the public on items to be discussed on the agenda (the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of 5 minutes each).**  
Standing orders suspended at 19.15  
Unanimously agreed.  
The Clerk confirmed that reports had not been received from the Police or the District Councillors. The County Councillor report will be available in the draft minutes.

The following points were raised by members of the public.

- A member of the public asked about CCTV being installed in the town.
- Member of the public reported that Action for Harleston is currently conducting a survey to determine whether CCTV is a good idea. A report of the findings will be provided to the council.
- A request for pictures of the new councillors be included in the next Grapevine and on the Website. This request is already in process.  
Standing orders reinstated at 19.22.

**12. To receive a draft calendar of Town Council meetings for 2023/24 and agree the meeting schedule.**

Cllr Scade proposed, and Cllr Pegg seconded the motion.  
Unanimously agreed.

**13. Resolution to appoint members onto Committees.**

**(Terms of Reference to be agreed at the first committee meeting)**

**a) Footpath & Tree Warden – Operations Manager**

Unanimously agreed.

**b) Amenities**

Cllr Scade, Cllr Brownsea, Cllr Chenery, Cllr Tyler, Cllr Attwood, Cllr Digby

**c) Leisure Centre Management**

Cllr Pegg, Cllr Chenery, Cllr Harrison, Cllr Scade.

**d) Planning & Development**

Cllr Attwood, Cllr Digby, Cllr Tyler, Cllr Harrison, Cllr West

**e) Finance**

Cllr Brownsea, Cllr Pegg, Cllr Attwood, Cllr Harrison, Cllr Scade

It was noted that Cllr Wilkins did not nominate himself for any committee at this time.

**14. Resolution to agree representation on external bodies.**

**a) HIP**

Cllr West

**b) Exchange II**

Cllr Tyler

**c) Harleston's Future**

Cllr Wilkins

**d) Harleston & District Business Forum**

Cllr Attwood

Unanimously agreed

**15. To receive the following recommendation and: -**

**a) Approve the addendum to the Financial Regulations as recommended by the Executive Committee**

Cllr Scade proposed, and Cllr Digby seconded the motion.

Unanimously approved.

**b) Approve the Internet Banking Policy as recommended by the Executive Committee.**

Cllr Scade proposed, and Cllr Digby seconded the motion.  
Unanimously approved.

**c) Agree the Town Council control and manages the street lighting on the Briar Farm development as recommended by the planning committee.**

After a brief discussion a vote was taken by a show of hands 2 in favour and 8 against the motion.

The Clerk was requested to seek further information from the developers before a decision could be made.

**Action: Town Clerk**

**16. To receive a briefing paper on the street lighting design on the Briar Farm Development and agree submission to Saffron Housing and Lovell Partnerships**

Following the last item on the agenda the council voted unanimously against the submission of the paper at this time until further information could be provided by the developers.

**Action: Town Clerk**

**17. To receive a request from Norfolk County Council for feedback on the extension to yellow lines on Love Lane and agree a response.**

Following discussion on the proposal and the Clerk reading correspondence received from residents who could be directly impacted by the proposal the council voted by show of hands 9 against the double yellow lines and 1 abstention.

Council response – there seems to be little or no benefit to having the additional lines installed and a number of residents have opposed this since the publishing of the agenda. The Council would like further information as to why Norfolk County Council are pursuing this at this time.

**Action: Town Clerk**

**18. To receive and note the contents of month 12 Income and Expenditure report examined by the Finance Committee**

Received and noted unanimously.

**19. To receive the invoice and consider the payment of £115 net plus VAT for the annual subscription to the Rural Market Towns Group for financial year 23/24 and agree payment.**

After a brief discussion the council voted by show of hands 9 for and 1 against the motion

By majority vote the council agreed to the annual subscription.

**Action: Town Clerk**

**20. To receive Committee Reports and report on any significant issues arising:**

**a) Finance Meeting – Last meeting held 19<sup>th</sup> April 2023**

Received and noted.

**b) Executive Meeting – Last meeting held 26<sup>th</sup> April 2023 (draft minutes not available)**

Executive minutes to be added to the website as soon as possible.

**Action: Town Clerk**

**21. To consider information or issues relevant to Council from members for brief discussion, action, or inclusion on a future agenda and receive reports from**

**a) Chairman**

Cllr MBA thanked councillors for their support and expressed that it was an honour and a privilege to be in this position. He is here for the town and wants everyone to work as a team to make Harleston an even better place to live.

**b) Councillors (for information only)**

Cllr Scade reported that he had attended the Norfolk County Council Chairman's meeting, the attendance required a pledge to be made by the council. A pledge to investigate the possibility of a youth council proposed by the previous chairman. He also highlighted that local vandalism is spiralling out of control and there is a need to complete CCTV investigations for the town centre.

Cllr Scade also reported that some of the spikes on the control plate in the Town Car Park have snapped.

Cllr Pegg reported about the control plate and the noise that is made every time someone exits the car park, the need for CCTV and the increased vandalism in the town.

Cllr Wilkins reported that the Police would support introduction of CCTV in town centre. He did highlight that no formal complaints had been made to the police about the vandalism.

It was requested that the importance of reporting crimes should be added to the council social media to encourage everyone to report vandalism and anti-social behaviour.

**Action: Town Clerk**

Cllr Attwood inquired as to whether the council had an existing action plan. He then highlighted areas of concern that he would like to address whilst in office. This included street lighting in Briar Road, traffic concerns and employment opportunities.

Cllr Digby reiterated the thoughts on CCTV and vandalism in town and asked if businesses have CCTV in town?

Cllr Brownsea suggested that vandalism and CCTV should be on the next Town Council agenda.

20.21 two members of the public left

**22. To receive written or verbal reports from representatives relating to: -**

**a) Kindness Help Hub**

Cllr Pegg reported that the help hub continues to have 3-4 new families contact them for help and information each week. The Harleston Hub is linked with the South Norfolk Help Hub, and they are looking to move to Harleston Information Plus to

make it more accessible and central which will in turn and help with the HIP grant application.

**c) King's Coronation Event – 7<sup>th</sup> May**

Cllr MBA reported that the event was very successful with all the stalls making good sales for the day. Overall, the event was cost neutral. A report will be available at the next Finance meeting.

Cllr Scade proposed a motion to thank the Communication, Marketing and Events Officer for her work on the Coronation Event.

Unanimously agreed.

**Action: Town Clerk**

**23. To receive significant correspondence and agree on actions required.**

**a) Welcome letter from Action for Harleston and Statement of Intent (copy herewith)**

Noted and appreciated.

**b) Harleston Information Plus Trustees (copy herewith)**

Unanimously agreed for the Standing orders to be suspended at 20.26.

Lynda Ling gave further information on the funding opportunities that HIP have recently presented to groups and organisations in the town and how the organisation intends to expand.

Standing orders reinstated at 20.29.

The council agreed that they were happy for Cllr West to feedback any developments at Town Council meetings.

**24. To note the Annual Town Meeting being held on Tuesday 23<sup>rd</sup> May 2023 6.30pm for 7pm start in the Social Room at the Memorial Leisure Centre**

Noted

**25. To note the date of the next Town Council meeting on Wednesday 28<sup>th</sup> June 2023 7.00pm start in the Social Room at the Memorial Leisure Centre**

Noted

Meeting Closed 20.31

Signed .....

Dated.....

## County Councillor Report

**May 2023**

The Coronation Day and Weekend in May was a very historical and enjoyable event which will be remembered by everyone forever. The crowning of King Charles 111 and Queen Camille brought the whole country and local communities together to celebrate this wonderful occasion. The weather turned warm and Sunny over the weekend for people to enjoy their street parties and celebrations.

At the Annual General meeting of Norfolk County Council held on May 9<sup>th</sup> a new leader of the council was elected. Cllr Kay Mason-Billig who represents Loddon is the new leader and has taken over from Andrew Proctor who has stood down. Also the new chairman of the council was elected for the coming year, this is Cllr Barry Stone who represents Hemphal at NCC.

Work is now underway across Norfolk on the annual spring and summer surface dressing project. The work is carried out between April and September every year while the weather is warmer. This year 280 miles of Norfolk's roads will get a new seal to help prevent potholes opening up, extend the life of the road, and provide a new skid-resistant surface to reduce the risk of accidents. The team aims to get the holiday areas and main roads treated first so they are complete before the start of the summer season. People are urged to drive slowly and considerably across the new surface until it is bedded in and highways teams return to sweep up the loose stones. The action of vehicles passing over the new surface plays an important part in helping the new road surface to settle in. For more information visit [www.norfolk.gov.uk/surfacedressing](http://www.norfolk.gov.uk/surfacedressing)

An urgent warning has been issued after two "devastating fires" in Norfolk homes sparked by vacuum cleaners exploding while charging up. NCC's Trading Standards team issued a warning about the dangers of non-manufacturer-approved replacement batteries and chargers following these fires. It is important that people always check for the required safety marks on items and follow the advice from the fire service. You should only purchase products from genuine suppliers, and only use replacement parts which are from a manufacturer-approved supplier. If you are concerned about the safety of an item, stop using it and call the Citizens Advice Consumer Helpline on 0808 223 1133 to report concerns. If you are concerned about fire safety in the home, visit [www.norfol.gov.uk/fire](http://www.norfol.gov.uk/fire) for online advice and to see if you are eligible for a free home fire safety visit. In an emergency always call 999

Congratulations to all of the councillors that were elected in the recent South Norfolk District Council elections, I look forward to working closely with them over the next few years,

Best Wishes Martin

Town Council – Progress Report – June 27<sup>th</sup>, 2023

| <u>Committee</u> | <u>Minutes Reference</u>                      | <u>Subject</u>                                | <u>Action</u>                                                                                                                                                                                                                                                        | <u>Assigned to</u> | <u>Timescale</u>                                                                | <u>Comments or further actions</u>                                                                                   |
|------------------|-----------------------------------------------|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| Full Council     | 25 <sup>th</sup> January<br>Item 14(d)        | Disabled Parking                              | Cllr Graham confirmed that he has been in contact with the resident who raised concerns about seating in the town and the amount of disabled parking spaces following the town improvement project, and he will formally respond before the end of the Council term. | Cllr Graham        | Before 4 <sup>th</sup> May 2023                                                 | Formal reply provided on Parking Provisions and Seating via email 7 <sup>th</sup> June 2023.<br><b>Matter Closed</b> |
| Full Council     | 22 <sup>nd</sup> February<br>Item 9(e) & 9(f) | Policies                                      | The Town Clerk confirmed that the adopted policies are yet to be uploaded to the website.                                                                                                                                                                            | Town Clerk         | June Town Council meeting.                                                      | <b>Outstanding</b>                                                                                                   |
| Full Council     | 22 <sup>nd</sup> February<br>Item 9(e) & 9(f) | Town Improvement Project                      | The Town Clerk confirmed that all matters relating to the town centre improvement project have been raised with the project board and are still outstanding.                                                                                                         | Town Clerk         | Report to be provided at the June Town Council meeting.                         | Agenda item 25C<br><b>Matter Closed</b>                                                                              |
| Full Council     | 12 <sup>th</sup> April<br>Item 9(a)           | Parish Partnership Scheme (SAM2 Equipment)    | To agree to accept the conditions as set out by Norfolk County Council (Highways) for delivering the scheme. Town Clerk to complete the documentation.                                                                                                               | Town Clerk         | Confirmation of receipt<br>Operations Manager to order and complete the action. | <b>Outstanding</b>                                                                                                   |
| Full Council     | 12 <sup>th</sup> April<br>Item 9(a)           | Parish Partnership Scheme (SAM2 Equipment)    | To agree to the Memorandum of Understanding between Norfolk County Council (Highways) and the Parish of Redenhall with Harleston concerning the use of temporary Speed Awareness Messaging. Town Clerk to complete the documentation.                                | Town Clerk         | Waiting to receive signed documents from NCC Highways department.               | <b>Outstanding</b>                                                                                                   |
| Full Council     | 12 <sup>th</sup> April<br>Item 10(b)          | Harleston Town Football Club lease agreement. | Appoint Jackaman's Solicitors to undertake the writing of the lease agreement and associated documents on behalf of Harleston Town Council working with Harleston Town Football Club.                                                                                | Town Clerk         |                                                                                 | <b>Outstanding</b>                                                                                                   |

Town Council – Progress Report – June 27<sup>th</sup>, 2023

|              |                                      |                                                                              |                                                                                                          |              |                                                                                                                          |             |
|--------------|--------------------------------------|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|--------------|--------------------------------------------------------------------------------------------------------------------------|-------------|
| Full Council | 12 <sup>th</sup> April<br>Item 10(c) | Harleston Town Football Club lease agreement (15 years)                      | Check with Jackaman's that this extension to the term does not create any ongoing issues.                | Town Clerk   |                                                                                                                          | Outstanding |
| Full Council | 12 <sup>th</sup> April<br>Item 19(a) | Correspondence relating to the Harleston Town Football Club lease agreement. | Draft a response on behalf of the Town Council.                                                          | Cllr Wilkins |                                                                                                                          | Outstanding |
| Full Council | 17 <sup>th</sup> May<br>Item 15(c)   | Street Lighting – Briar Farm development                                     | The Clerk was requested to seek further information from the developers before a decision could be made. | Town Clerk   | Contacted Saffron Housing and waiting on a date for a presentation to be provided to the Council (NCC, Lovell & Saffron) | Outstanding |
| Full Council | 17 <sup>th</sup> May<br>Item 16      | Street lighting design on the Briar Farm Development                         | Further information to be provided by the developers, prior to the submission of a briefing paper        | Town Clerk   | Contacted Saffron Housing and waiting on a date for a presentation to be provided to the Council (NCC, Lovell & Saffron) | Outstanding |

Town Council – Progress Report – June 27<sup>th</sup>, 2023

|              |                                        |                                                                                           |                                                                                                                                                                           |            |                                                                                  |                                           |
|--------------|----------------------------------------|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------------------------------------------------------------------------------|-------------------------------------------|
| Full Council | 17 <sup>th</sup> May<br>Item 17        | Norfolk County Council request for feedback on the extension to yellow lines on Love Lane | The Council would like further information as to why Norfolk County Council are pursuing this at this time.                                                               | Town Clerk | 28 <sup>th</sup> June Town Council Agenda                                        | Agenda Item 26.<br><b>Matter Closed</b>   |
| Full Council | 17 <sup>th</sup> May<br>Item 19        | Annual subscription to the Rural Market Towns Group for financial year 23/24.             | Subscription to be paid.                                                                                                                                                  | Town Clerk | Included on the 23 <sup>rd</sup> of May Payments List and submitted for payment. | Action completed.<br><b>Matter Closed</b> |
| Full Council | 17 <sup>th</sup> May<br>Item 20        | Executive Meeting Minutes                                                                 | Executive minutes to be added to the website.                                                                                                                             | Town Clerk | As soon as possible.                                                             | Action completed.<br><b>Matter Closed</b> |
| Full Council | 17 <sup>th</sup> May<br>Item 21<br>(b) | Social Media                                                                              | It was requested that the importance of reporting crimes should be added to the council social media to encourage everyone to report vandalism and anti-social behaviour. | Town Clerk | As soon as possible.                                                             | Action completed.<br><b>Matter Closed</b> |
| Full Council | 17 <sup>th</sup> May<br>Item 22<br>(b) | King's Coronation Event                                                                   | To thank the Communication, Marketing and Events Officer for her work on the Coronation Event.                                                                            | Town Clerk | As soon as possible.                                                             | Action completed.<br><b>Matter Closed</b> |



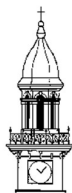
## Redenhall with Harleston Town Council

### Terms of Reference for the Amenities Committee

1. The committee shall comprise of up to ~~six~~five councillors plus the Chairman of the Town Council as an ex-officio member
2. A quorum will consist of a minimum of three councillors
3. The committee will be responsible for electing its own Chairman and Vice-Chairman
4. The committee chair will be responsible for providing a summary report to full council.
5. All councillors are entitled to attend each meeting, however, whilst they may be invited to speak, they will have no voting rights unless they are elected or co-opted to the meeting of the committee.
6. If it is evident that a meeting will not be quorate in the preceding days, a standby councillor may be called upon to attend if available and be co-opted for that meeting only. If there is more than one standby, the Town Clerk will use their discretion as to which standby councillor to call upon.
7. If the meeting is still not quorate, then a councillor in attendance may be co-opted for that meeting.
8. The committee shall decide on all matters pertaining to the amenities governed by the Council including:-
  - Allotments
  - Bus Shelters
  - Car Parks
  - Cemetery
  - Christmas Lights
  - Clocktower
  - Fixtures and Fittings
  - Market
  - Public Toilets
  - Streetlighting
  - Use and control of the alcohol and entertainment license for town centre
  - War Memorial and gardens

- And any other assets as may be identified
9. Monthly expenditure which is outside the budget for the Committee will be minuted and brought to the attention of the Finance Committee
  10. Monthly expenditure will be approved at each meeting and will be signed by the Chair of that meeting. In the event of a meeting being cancelled, the expenditure will be agreed at the following town council meeting.
  11. The Committee will have devolved budgets, and shall present its budget requests normally by the end of October in readiness for full council discussions by the December town council meeting
  12. The minutes of each meeting will be proposed and agreed at the next meeting.
  13. Voting will be in accordance with Standing Orders.
  14. All committee meetings will typically take place in the Memorial Leisure Centre unless other arrangements are in place for the holding of meetings and will commence at 6.30pm (unless otherwise stated)

Reviewed 27th June 2023 ~~September 2020~~



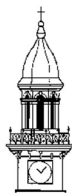
## Redenhall with Harleston Town Council

### Terms of Reference for the Leisure Centre Management Committee

1. The committee shall comprise of up to five councillors plus the Chairman of the Town Council as an ex-officio member
2. A quorum will consist of a minimum of three councillors
3. The committee will be responsible for electing its own Chairman and Vice-Chairman
4. The committee chair will be responsible for providing a summary report to full council.
5. All councillors are entitled to attend each meeting, however, whilst they may be invited to speak, they will have no voting rights unless they are elected or co-opted to the meeting of the committee.
6. If it is evident that a meeting will not be quorate in the preceding days, a standby councillor may be called upon to attend if available and be co-opted for that meeting only. If there is more than one standby, the Town Clerk will use their discretion as to which standby councillor to call upon.
7. If the meeting is still not quorate, then a councillor in attendance may be co-opted for that meeting.
8. The Leisure Centre Management committee shall decide on all matters pertaining to the following: -
  - Maintenance and security of the Memorial Leisure Centre building and recreation grounds
  - Alternative and additional usage of the Memorial Leisure Centre building and recreation grounds
  - Use and control of the alcohol and entertainment license for the Memorial Leisure Centre building and recreation grounds
  - Improvements to the Memorial Leisure Centre building and recreation grounds
  - Harleston Community Leisure Facility, the Gym
  - Relationships between the Town Council and the various clubs and organisations utilising the facilities governed by the Council

- And any other assets within the Leisure Centre building and recreation grounds as may be added or identified
9. Monthly expenditure which is outside the budget for the Committee will be minuted and brought to the attention of the Finance Committee
  10. Monthly expenditure will be approved at each meeting and will be signed by the Chair of that meeting. In the event of a meeting being cancelled, the expenditure will be agreed at the following town council meeting.
  11. The Committee will have devolved budgets, and shall present its budget requests normally by the end of October in readiness for full council discussions by the December town council meeting
  12. The minutes of each meeting will be proposed and agreed at the next meeting.
  13. Voting will be in accordance with Standing Orders.
  14. All committee meetings will typically take place in the Memorial Leisure Centre unless other arrangements are in place for the holding of meetings and will commence at 6.30pm (unless otherwise stated)

| Reviewed 27th June 2023 ~~September 2020~~



## Redenhall with Harleston Town Council

### Terms of Reference for the Finance Committee

1. The committee shall comprise of up to five councillors plus the Chairman of the Town Council as an ex-officio member
2. A quorum will consist of a minimum of three councillors
3. The committee will be responsible for electing its own Chairman and Vice-Chairman
4. The committee chair will be responsible for providing a summary report to full council.
5. All councillors are entitled to attend each meeting, however, whilst they may be invited to speak, they will have no voting rights unless they are elected or co-opted to the meeting of the committee.
6. If it is evident that a meeting will not be quorate in the preceding days, a standby councillor may be called upon to attend if available and be co-opted for that meeting only. If there is more than one standby, the Town Clerk will use their discretion as to which standby councillor to call upon.
7. If the meeting is still not quorate, then a councillor in attendance may be co-opted for that meeting.
8. The main role of the committee is to provide information, advice and guidance to the town council on all financial matters relating to council business.

#### The Committee will:

- Meet monthly, or more often if required, to consider the income and expenditure reports and cash flows and to monitor these against the budgets
- Co-ordinate the preparation of budgets annually for submission to the full Council
- Produce reports to the full Council, no less frequently than quarterly, on any major deviation from budget that is likely to affect the final financial outcome
- Request additional financial information from the Responsible Financial Officer as may be required
- Consider requests for expenditure from Committees with devolved budgets where the proposed expenditure is either in excess of the budgeted amount or not included in the budget
- Consider grant applications from organisations based in Redenhall with Harleston or of benefit to residents from Redenhall with Harleston.

9. Committees with devolved budgets shall present their budget requests to the Finance Committee by the end of October in readiness for full council discussions by the December town council meeting. Any expenditure proposed later shall go to the Full council meeting for approval.
10. The minutes of each meeting will be proposed and agreed at the next meeting.
11. Voting will be in accordance with Standing Orders.
12. All committee meetings will typically take place in the Memorial Leisure Centre unless other arrangements are in place for the holding of meetings and will commence at 6.30pm (unless otherwise stated)

Reviewed 27th June 2023~~September 2020~~



## Redenhall with Harleston Town Council

### Terms of Reference for the Planning and Development Committee

1. The committee shall comprise of up to five councillors plus the Chairman of the Town Council as an ex-officio member
2. A quorum will consist of a minimum of three councillors
3. The committee will be responsible for electing its own Chairman and Vice-Chairman
4. The committee chair will be responsible for providing a summary report to full council.
5. All councillors are entitled to attend each meeting, however, whilst they may be invited to speak, they will have no voting rights unless they are elected or co-opted to the meeting of the committee.
6. If it is evident that a meeting will not be quorate in the preceding days, a standby councillor may be called upon to attend if available and be co-opted for that meeting only. If there is more than one standby, the Town Clerk will use their discretion as to which standby councillor to call upon.
7. If the meeting is still not quorate, then a councillor in attendance may be co-opted for that meeting.
8. The Planning and Development Committee shall:
  - provide information, advice and guidance to the town council on all planning and development matters relating to council business.
  - consider all planning applications within the parish of Redenhall with Harleston and make relevant comment to the Local Planning Authority.
  - liaise with district and county councillors as appropriate
9. The minutes of each meeting will be proposed and agreed at the next meeting.
10. Voting will be in accordance with Standing Orders.
11. All committee meetings will typically take place in the Memorial Leisure Centre unless other arrangements are in place for the holding of meetings and will commence at 6.30pm (unless otherwise stated)

Reviewed – 27th June 2023~~September 2020~~

DRAFT - TBC 26/06/2023 Meeting

## **Report to Redenhall with Harleston Town Council**

### **The Internal Audit of the Accounts for the year ending 31 March 2023**

#### **1. Introduction and Summary.**

1.1 The Internal Audit work undertaken confirmed that during the 2022/23 year the Council maintained effective governance arrangements including a robust framework of internal control and risk management. The Internal Audit review, undertaken on the documentation provided to the Internal Auditor and on the information published on the Council's website, has confirmed that the Council maintains an effective framework of financial administration and internal financial control.

1.2 The Internal Auditor attended the Council's Offices on 11 May 2023 to complete the End of Year Internal Audit review following work undertaken remotely/electronically in preparation for the completion of the review. The Town Clerk and Responsible Finance Officer (RFO), Mrs Clare Crane, the Deputy Town Clerk, Miss Emma Chandler and the Finance Administrator, Mrs Tracey Betts, were in attendance.

1.3 By examination of the 2022/23 accounts and supporting documentation it was confirmed that the Town Clerk, in the role as the Council's RFO, satisfactorily undertook the administration of the Council's financial affairs and produced satisfactory financial management information to enable the Council to make well-informed decisions.

1.4 The Accounts for the year confirm the following:

|                                       |                                                                  |
|---------------------------------------|------------------------------------------------------------------|
| <i>Total Income for the year:</i>     | <i>£564,896 (Boxes 2 and 3 in AGAR)</i>                          |
| <i>Total Expenditure in the year:</i> | <i>£634,814 (Boxes 4, 5 and 6 in AGAR)</i>                       |
| <i>Total Reserves at year-end:</i>    | <i>£475,009 (of which £275,596 is<br/>earmarked/ restricted)</i> |

1.5 The Annual Governance and Accountability Return (AGAR) to the External Auditors was examined and the following figures agreed with the Clerk/RFO for inclusion in Section 2 Accounting Statements 2022/23 (rounded for purposes of the Return):

|                                                      |                                   |
|------------------------------------------------------|-----------------------------------|
| <i>Balances at beginning of year (1 April 2022):</i> | <i>Box 1: £544,927</i>            |
| <i>Annual Precept 2022/23:</i>                       | <i>Box 2: £351,694</i>            |
| <i>Total Other Receipts:</i>                         | <i>Box 3: £213,202</i>            |
| <i>Staff Costs:</i>                                  | <i>Box 4: £344,416</i>            |
| <i>Loan interest/capital repayments:</i>             | <i>Box 5: £8,803</i>              |
| <i>All Other payments:</i>                           | <i>Box 6: £281,595</i>            |
| <i>Balances carried forward (31 March 2023):</i>     | <i>Box 7: £475,009</i>            |
| <i>Total cash/short-term investments:</i>            | <i>Box 8: £485,883</i>            |
| <i>Total fixed assets:</i>                           | <i>Box 9: £2,543,023 * Note 1</i> |
| <i>Total borrowings:</i>                             | <i>Box 10: £30,812 * Note 2</i>   |

*\* Note 1: The comparative year (2021/22) entry of £2,518,379 should be notated as 're-stated' on the AGAR. An explanation should be given that the Clerk/RFO has corrected some entries in the Register relating to the year 2021/22 and that the year has been re-stated in the AGAR to ensure that both 2021/22 and 2022/23 years are comparable on a 'like for like' basis.*

*\* Note 2: Relates to a sum outstanding on the Salix Finance loan.*

1.6 Sections One and Two of the AGAR are due to be approved and signed at a forthcoming meeting of the Council. The Internal Auditor has completed the Annual Internal Audit Report 2022/23 within the AGAR.

1.7 The following Internal Audit work was carried out on the adequacy of systems of internal control in accordance with the Terms of Reference agreed with the Town Council. Comments and any recommendations arising from the review are made below.

**2. Governance, Standing Orders, Financial Regulations and other Regulatory matters (examination of Standing Orders, Financial Regulations, Code of Conduct, Formal Policies and Procedures, Tenders where relevant. Acting within the legal framework, including Data Protection legislation).**

2.1 The Annual Town Council meeting took place on 25 May 2022. The first item of business was the Election of a Chairman, as required by the Local Government Act 1972. The Council has a Responsible Financial Officer (RFO) in place, Mrs Clare Crane having been in post from 26 April 2021.

2.2 The Membership for four of the Council's Committees (Finance, Planning and Development, Leisure Centre Management Committee (LCMC) and Amenities) were reviewed and approved by the Council at its meeting on 25 May 2022. The frequency of Committee meetings was also agreed. The Terms of Reference and the Membership of all the Committees (including the Executive Committee) are published on the Council's website.

2.3 The banking mandate was approved by the Council on 25 May 2022 (Two Councillor signatories with the Clerk/RFO and Deputy Clerk having online access to submit and approve payments online in accordance with the Council's Financial Regulations).

2.4 Formal Reports from the Chairman and the Clerk/RFO are presented to the Council as standing agenda items.

2.5 Standing Orders were reviewed and approved by the Council at its meetings on 27 July 2022 (Minute 9b refers) and on 22 February 2023 (Minute 9e refers). A copy of Standing Orders has been published on the Council's website. The thresholds in the Standing Orders at item 18 have been updated by the National Association of Local Councils (NALC) and can be updated when the Orders are next reviewed.

2.6 Financial Regulations are in place and were also reviewed and approved by the Council on 27 July 2022 (Minute 9a refers) and on 22 February 2023 (Minute 9e

2

**TREVOR BROWN CPFA**  
**Internal Audit Services**  
**Charnwood, California, Woodbridge, Suffolk IP12 4DE**  
**Tel: 01394 384698 or 07587 523764 Email: tcdbrown01@yahoo.co.uk**

refers). A copy of Financial Regulations has been published on the Council's website. The thresholds displayed in the Regulations are subject to change from time to time and the footnote at item 11.1 can be updated when the Regulations are next reviewed.

2.7 The Council's Financial Regulations require a formal review and approval by Full Council of key elements of financial activity. The Clerk/RFO advised the Internal Auditor that the Council approved the Regular Payments list (in accordance with Financial Regulations (FR) 5.6), the use of variable direct debits (FR 6.7) and the use of BACS for the financial year (FR 6.8) as part of the review and approval of Financial Regulations on 22 February 2023.

2.8 The Council made significant progress with the **Neighbourhood Plan** (NP) in the 2022/23 year. The Examiner completed the external review in June 2022 and submitted a Report to the Council supporting the Plan. A public referendum took place on 22 September 2022 with 87% of votes in favour of the NP, which was adopted by South Norfolk District Council on 17 October 2022. The Plan will shape the future of Redenhall with Harleston to 2038 and now forms one of the main considerations in determining any future planning applications submitted in the designated neighbourhood area. Details of the Plan have been published on the Council's website.

2.9 The **Town Centre Project** (Public Realm Improvement) was largely completed in the year 2022/23. The Project involved significant investment by South Norfolk District Council and Norfolk County Council. The contribution from the Town Council was capped at £30,000 and used for new environmentally friendly street furniture. Updates on the progress of the scheme have been posted on the Council's website.

2.10 At its meeting on 30 January 2023 the Council received and agreed the Leisure Centre Building electricity contract. The Deputy Clerk provided Councillors with up-to-date quotations for the electricity contracts. The Council agreed to a 12-month contract with EDF at an annual cost of £15,782.88 achieving a £3,178.46 saving for the year on the budgeted sums (Minute 4 of the meeting refers). The Clerk/RFO confirmed to the Internal Auditor that the new Council (from May 2023) is due to consider a new overall Business Plan for the Leisure Centre.

2.11 The Clerk/RFO confirmed that the Council is looking to provide a framework to assist in fulfilling the Council's future vision for Redenhall with Harleston by constructing a Strategic Plan to include the objectives set out in the Neighbourhood Plan and other strategic objectives and priorities for achievement over a 3-year or 4-year period. This Strategic Plan can inform the direction of a detailed Action Plan, which would sit beneath this higher-level document and would be a fluid, dynamic document, subject to regular review in order to facilitate the meeting of the agreed overall strategic objectives. The Council agreed on 27 July 2022 that the Strategic Plan would initially be considered by the Executive Committee. The Clerk/RFO advised the Internal Auditor that the new Council (from May 2023) will be considering an Overall Strategic Plan for the Town Council.

2.12 The Council continued to apply the General Power of Competence (GPOC) which was adopted at the meeting on 8 May 2019, the Council having been eligible to exercise this as at least 2/3rds of the total number of Councillors were elected at

the ordinary election on 2 May 2019 and because the Clerk held the Certificate in Local Council Administration (CILCA). Having met the conditions, the Council was eligible to use the GPoC for the next four years. The Council noted the continuance of the GPoC in 2022/23 at its meeting on 25 May 2022.

2.13 The Council's Minutes are well presented and provide clear evidence of the decisions taken by the Council in the year. It was noted in that the Minutes for the Executive Committee meetings held on 18 May 2022, 28 September 2022 and 20 February 2023 had not been published on the Council's website.

**Recommendation 1: In the interests of transparency and for the benefit of the local community, the Council should always ensure that all Minutes of the Council and its Committees are publicly available, and published on the Council's website, as soon as practicably possible after each meeting.**

2.14 The Council is registered with the Information Commissioner's Office (ICO) as a Fee Payer/Data Controller for the provision of council services under Data Protection legislation (Registration Z2686677 refers, expiring 31 July 2023). The Registration includes reference to the Harleston Community Leisure Facility. A Privacy Statement is in place and a copy is published on the Council's website.

2.15 All councils are required to have a local Councillor Code of Conduct in place. At the meeting on 25 May 2022 the Council adopted the Local Government Association (LGA) Model Code of Conduct, which had been developed by the LGA to support all tiers of local government in maintaining high standards of leadership and performance. The LGA Model Code is a template for councils to adopt in whole and/or with local amendments. A copy of the Code has been published on the Council's website.

2.16 A Website Accessibility Statement has been published on the Council's website to assist compliance with the website accessibility regulations.

**3. Accounting Procedures and Proper Book-keeping (*examination of entries in the Cashbook, regular reconciliations, supporting vouchers, invoices and receipts and VAT accounting*).**

3.1 The Rialtas accounting system was used in the year to produce the Council's Financial Reports and Statements. The financial system is well referenced and overall provides a good audit trail to the supporting documentation. The system has been used for the preparation of the 2022/23 End-of-Year accounts.

3.2 The Internal Auditor confirmed that the accounting package used by the Council in producing the accounts provide for the allocation of funds and expenditure to separate cost and nominal codes, that the information was being extracted on a monthly basis and that relevant information and data was being reported to the Council and appropriately recorded.

3.3 A sample of transactions, alongside their supporting invoices and vouchers, was examined by the Internal Auditor during this End of Year Audit and was found to be in order.

3.4 Re-claims for VAT paid have been regularly submitted to HMRC. Amounts reclaimed/paid in the year were as follows:

- a) £3,993.15 Net VAT received relating to the period April 2022 to June 2022.
- b) £1,183.84 Net VAT paid to HMRC relating to the period July 2022 to September 2022.
- c) £4,076.50 Net VAT received relating to the period October 2022 to December 2022.

3.5 The RBS accounting system displayed £3,316.85 as 'Net VAT to be reclaimed from HMRC' for the period 1 January 2023 to 31 March 2023 and this has been placed in the Balance Sheet as 'VAT Owed from HMRC' as at 31 March 2023.

3.6 The Community Infrastructure Levy (CIL) Annual Report for the year ended 31 March 2023 has been prepared by the Clerk/RFO. The Report displays a balance of £4,935.66 brought forward from previous years, £21,033.23 CIL Receipts in the year and a total of £6,271.13 CIL expended on projects, as follows:

Resurfacing of entrance to Broad Street Car Park (£3,100)  
Barriers for Recreation Ground Car Park (£1,886.13)  
Defibrillator and accessories (£789)  
Resurfacing work to Leisure Centre Car park (£496).

3.7 The CIL balance retained at the year-end was £19,697.76 and is recorded in the End of Year Accounts as a Restricted Reserve.

3.8 The Council has comprehensive documentation and financial data in place. A Statement of Variances (explaining significant differences in receipts and payments between the years 2021/22 and 2022/23) was being prepared by the Finance Administrator at the time of the audit for submission to the External Auditors and for publication on the Council's website and accordingly was not available for examination by the Internal Auditor.

3.9 The Clerk/RFO confirmed to the Internal Auditor that the Town Council signed a ten-year lease with South Norfolk Council in 2018 at £37,000 per year; this was following public opinion supporting the continuation of free car parking. The Clerk/RFO confirmed that the Co-operative Stores contribute a voluntary payment of £30,000 each year towards the cost of the lease and that the Council also receives contributions from local businesses and other parishes.

#### **4. Bank Reconciliation (*Regularly completed and cash books reconcile with bank statements*).**

4.1 The Barclays Bank Current Account, Business Premium Account, Base Rate Reward Account and Higher Rate Account bank statements as at 31 March 2023 reconciled with the End-of-Year Accounts and agreed with the overall Bank Reconciliation (see item 5 below).

4.2 The bank accounts were regularly reconciled to the Accounts during the year. The Council's Financial Regulations item 2.2 provide that *'On a regular basis, at least once in each quarter, and at each financial year end, the Chair of the Finance Committee - unless they are the Chairman of the Council in which case the Vice Chair of the Finance Committee, or if not available, a cheque signatory - shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign the reconciliations and the original bank statements as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee.'*

4.3 It is good practice for the Council to maintain a Councillor Internal Examiner who is independent of any Finance Committee responsibilities or any authorising duties.

4.4 It is important that the Finance Committee regularly confirms the correctness of the bank reconciliations constructed by the Clerk/RFO in order to provide assurance to the Council that this key control measure is in place and has been confirmed as being in order.

**Recommendation 2:** In accordance with the recommendation put forward in July 2022 by Internal Audit, Bank Reconciliations should be received and verified on a regular and routine basis by either the Finance Committee and/or an appropriate Councillor Internal Examiner. (The Clerk/RFO has since confirmed to the Internal Auditor that proposals are being put forward for the Finance Committee to examine and verify completed bank reconciliations to ensure that the Council's Financial Regulations are being met in full and that there is a robust and independent inspection process in place).

**5. Year End procedures (Regarding accounting procedures used and can be followed through from working papers to final documents. Verifying sample payments and income. Checking creditors and debtors where appropriate).**

5.1 End-of-Year accounts are prepared on an Income and Expenditure basis and were in good order. Sample audit trails were undertaken and were found to be in order.

5.2 The Income and Expenditure Account and Balance Sheet were examined in detail and queries arising from the review were resolved with the Financial Administrator. Key supporting entries in the Balance Sheet as at 31 March 2023 included the following:

a) The Listed Debtors were recorded as £2,412.80 as at 31 March 2023 (consisting of prepayments to Zurich Insurance which spread into the 2023/24 year of account and some minor items of outstanding hire fees). The Overall Debtors also included the VAT of £3,316.85 listed in the VAT Control Account owed from HMRC in respect of the net VAT paid in the final Quarter of 2022/23.

b) The Listed Creditors at the year-end totalled £16,603.44 and included the sums due to HMRC (PAYE and NI for March 2023), Pension Contributions to Norfolk Pensions (for March 2023) and invoices received in March 2023 and awaiting payment. Details were provided to the Internal Auditor.

5.3 The Council's End-of-Year Accounts have been reconciled to the Council's Bank Statements. For ease of reference, the Council's Bank Reconciliation as at 31 March 2023 and entries in Box 7 and Box 8 of the AGAR can be displayed as follows:

|                                                                   | £          |
|-------------------------------------------------------------------|------------|
| <i>Account Balance at 1 April 2022 (b/f): Box 1 2022/23 AGAR</i>  | 544,927.22 |
| <i>Add Income in the year 2022/23:</i>                            | 564,895.74 |
| <i>Deduct Expenditure in the year 2022/23:</i>                    | 634,814.00 |
|                                                                   | -----      |
| <i>Account Balance at 31 March 2023 (c/f): Box 7 2022/23 AGAR</i> | 475,008.96 |
|                                                                   | -----      |
| <i>Barclays Current A/C</i>                                       | 29,641.38  |
| <i>Barclays Business Premium A/C</i>                              | 845.94     |
| <i>Barclays Base Rate Reward (re: car park lease)</i>             | 65,096.64  |
| <i>Barclays Higher Rate</i>                                       | 390,127.94 |
| <i>Petty Cash A/C (cash balance at 31 March 2023)</i>             | 170.85     |
|                                                                   | -----      |
| <i>Bank Balance at 31 March 2023: Box 8 2022/23 AGAR</i>          | 485,882.75 |
|                                                                   | -----      |

*Reconciliation between AGAR Box 7 and Box 8 is as follows:*

|                                                        | £          |
|--------------------------------------------------------|------------|
| <i>Box 7: Account Balances<br/>at 31 March 2023:</i>   | 475,008.96 |
| <i>Less: Total Debtors:</i>                            | 5,729.65   |
|                                                        | -----      |
| <i>Add: Creditors:</i>                                 | 16,603.44  |
|                                                        | -----      |
| <i>Box 8: Total cash/investments at 31 March 2023:</i> | 485,882.75 |
|                                                        | -----      |

5.4 A sample of audit trails and a sample of entries in the Income and Expenditure Account and Balance Sheet were examined and were found to be in order.

**6. Internal Control and the Management of Risk (Review by Council of the effectiveness of internal controls, including risk assessment, and Minuted accordingly).**

6.1 At its meeting on 22 February 2023 the Council approved the adoption of the Annual Review of the Effectiveness of Internal Control and the adoption of the Risk Register following recommendations by the Executive Committee on 20 February 2023 (Minute 9e refers). The Risk Assessment is comprehensive and identifies each Risk with appropriate risk ratings and values, the controls in place to mitigate the risk involved and any residual risk.

6.2 The Annual Review of the Effectiveness of Internal Control document was linked with the assertions listed in the Annual Governance Statement of the AGAR and assists in informing the Council in completion of the document for 2022/23.

6.3 The Council accordingly complied with the Accounts and Audit Regulations 2015 which require a review by the Full Council at least once a year of the effectiveness of the Council's system of internal control, including the arrangements for the management of risk, with the review suitably Minuted.

6.4 Insurance was in place for the year of account. At the meeting on 25 May 2022 the Council considered terms and quotations for the renewal of the Council's insurance over a 3-year long term agreement and agreed to use Zurich Insurance. The insurance year runs from 23 June 2022 to 22 June 2023. At its meeting on 22 June 2022, the Council approved the payment of the annual premium of £7,557.43 to Zurich Insurance and an upgrade to the fidelity guarantee cover (£109.98).

6.5 At its meeting on 20 July 2022 the Finance Committee received information relating to insurance cover and agreed to proceed with the 'All Risks' cover option at a cost of £604.06.

6.6 The Buildings Insurance included cover for the Leisure Centre Complex, the Clock and Tower, and Public Conveniences. The details of assets covered in All Risks are listed in the Policy Schedule.

6.7 The Council's Employer's Liability insurance cover in the year was £10m. and the Public Liability cover stands at £15m. The Fidelity Guarantee (Councillor/Employee Dishonesty) cover stands at £1m. and meets the current recommended guidelines which provide that the Fidelity Guarantee cover should be at least the sum of the year-end balances plus 50% of the precept/grants received.

6.8 An important area of risk management within local councils concerns the adequate maintenance of play equipment. In this respect the Clerk/RFO confirmed that the Maintenance Team undertake weekly inspections and complete an inspection sheet to evidence the review and, in addition, an annual independent external RoSPA inspection was undertaken by David Bracey with a formal report presented to the Clerk/RFO.

## **7. Policies and Procedures in place**

7.1 At the annual meeting of the Town Council on 25 May 2022 the Council considered and adopted a revised Co-option Policy and an Equality Policy, Retention Policy and Sickness Policy.

7.2 The Council considered and approved the Policy List, including review dates, at its meeting on 5 October 2022 and adopted a number of up-to-date Policies including the Allotment Policy and Rules and Regulations, Vexatious Correspondence Policy, Dignity at Work Policy, Disciplinary Policy, Grievance Policy and Metal Detecting Policy.

7.3 As part of the structured and programmed review of the key policies, following recommendations put forward by the Executive Committee, the Council adopted the Communications Policy, the CCTV Policy, and the Grant Aid Policy at the meeting on 22 February 2023.

7.4 The Clerk/RFO confirmed that a number of formal Policies adopted in the past still require review and up-dating to ensure that they reflect the most recent legislative changes and continue to be fit for purpose. It was noted by the Internal Auditor that only a very limited number of policies approved by the Council have been published on the Council's website and the Clerk/RFO agreed to examine this matter during the review process of policies in place.

## **8. Budgetary controls (*Verification of the budgetary process with reference to Council Minutes and supporting documents*).**

Precept 2022/23: £351,694 (26 January 2022, Minute 12).

Precept 2023/24: £401,694 (25 January 2023, Minute 7).

8.1 The Finance Committee considered the Budget and Precept for 2022/23 at its meeting on 18 January 2022 and agreed to put recommendations before the Council. At its meeting on 26 January 2022 the Full Council considered and agreed the 2022/23 Budget and Reserves as recommended by the Finance Committee. The Council also agreed the 2022/23 Precept request as recommended by the Finance Committee.

8.2 The Clerk/RFO prepared detailed estimates of the annual budget and of receipts and payments to ensure that Councillors were able to make informed decisions regarding the level of budget and precept to apply for the forthcoming year.

8.3 The Clerk/RFO ensures the Council is aware of its responsibilities and commitments and the need for forward planning and adequate reserves.

8.4 The Council demonstrates good financial practice by receiving updates on monthly income and expenditure for budgetary control purposes. At the Council's meeting on 15 December 2022 the Council noted that the Finance Committee had

carried out a six-month's re-forecast, made available on the Council's website and similar re-forecasts were to be undertaken on a quarterly basis.

8.5 Regarding the Budget for 2023/24, at its meeting on 5 December 2022 the Finance Committee received and discussed the draft budget compiled by the Budget and Precept Working Party. At its meeting on 16 January 2023 the Finance Committee considered the Devolved Budgets 2023/24 from Committees and the Consolidated Budget 2023/24. Similarly, the Salary Budget, the Earmarked Reserves Budget and General Reserves, in line with the Reserves Policy, were reviewed.

8.6 On 26 January 2023 the Council considered the recommendations put forward by the Finance Committee and resolved to set a Precept of £401,694 for 2023/24 relating to £234.50 per average Tax Band D property. The Precept decision was taken in Full Council and the decision and the amount has been clearly Minuted.

8.7 The Council's Reserves Policy was reviewed by the Finance Committee on 5 December 2022 and adopted by Full Council at the meeting on 22 February 2023. The Policy provides that the Council will follow the guidance given in "Governance and Accountability for Smaller Authorities in England" which provides that the General Fund should be maintained at a minimum of 3 months' equivalent of Net Revenue Expenditure. In addition, the Council resolved to incorporate in the General Fund a Contingency of £40,000, to mitigate against the possible risk that the expenditure in the budget is under-estimated or income over-estimated.

8.8 Overall Reserves available to the Council at the year-end 31 March 2023 totalled £475,008.96 of which £275,596.32 was Earmarked/Restricted (including the £19,697.76 CIL Restricted Reserve) leaving £199,412.64 as a General Reserve.

8.9 The General Reserves available as at 31 March 2023 were in line with the Council's Reserves Policy and the generally accepted Best Practice position that non-earmarked revenue reserves should usually be between three and twelve months of Net Revenue Expenditure.

8.10 As at 31 March 2023 the Council maintained sufficient reserves and contingency sums to meet, within reason, any unforeseen items of expense that may occur.

#### **9. Income Controls (regarding sums received from Precept, Grants, Loans and other income including credit control mechanisms).**

9.1 Receipts are reported routinely to the Finance Committee at each meeting under the standing agenda item of Income and Expenditure Reports. The Deputy Clerk reported to the Committee on 19 April 2023 that all outstanding fees owed from Harleston Town Football Club, including music license fees, had been received before the 31 March 2023. The Internal Auditor examined Income Controls on a test-check basis and were found to be satisfactory.

9.2 Income received and recorded in the Cashbook was cross referenced on a sample basis with the bank statements and found to be in order.

**10. Petty Cash (*Associated books and established system in place*).**

10.1 The Internal Auditor is charged to examine the Petty Cash accounting controls as part of the Annual Governance and Accountability Return (AGAR) certification work. The Finance Administrator, who supports the Clerk/RFO in the operation of the Petty Cash system, explained to the Internal Auditor the procedures in place for operating the Petty Cash system for expenditure incurred.

10.2 As at 31 March 2023 a Petty Cash float of £200 was in place for Town Hall purposes and £150 for Maintenance.

10.3 Financial Regulations item 6.17 provides that:

*'The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.*

*a) The RFO shall maintain a petty cash float of £200 for the purpose of defraying operational and other expenses, and a separate petty cash float of £150 for maintenance expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.*

*b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.*

*c) Payments to maintain the petty cash floats shall be shown separately on the schedule of payments presented to council.'*

10.4 The overall procedures in place for the operation of the Petty Cash system were examined by the Internal Auditor and discussed with the Finance Administrator who confirmed that Petty Cash floats (totalling £350) are under the overall control of the Clerk/RFO with appropriate and detailed vouchers in place to evidence payments drawn from the Account. The Petty Cash is topped up as required following drawings from the floats.

10.5 The Finance Administrator confirmed that on the advice of the Rialtas support staff, the cash balance of £170.85 was recorded in the Rialtas system as at 31 March 2023 with the system then onwards incorporating Petty Cash transactions in the accounting system to secure a more streamlined and efficient record of the payments made from the Account. This facilitates the Rialtas system displaying the true cash balance at the end of each month (and the end of the year) within the Petty Cash Account.

**11. Payroll Controls (*PAYE and NIC in place; compliant with HMRC procedures; records relating to contracts of employment*).**

11.1 Payroll Services are outsourced to Calum Ward and Co (Harleston). Regular PAYE payments have been made to HMRC and detailed pay slips are produced for the Council employees. The Clerk/RFO provides the base information to Calum Ward for the calculation of salaries and wages. The data produced by Calum Ward is then checked by the Clerk/RFO prior to the electronic issue of pay slips and other

documentation to staff. Salary is paid for the current month with any overtime and extras (classes) being paid from the previous month.

11.2 The Clerk/RFO provided the Internal Auditor with the following documentation to assist in the review of Payroll Controls:

- Guidance Notes regarding the use of the system in place to calculate salaries and wages.
- Details of working hours, yearly salary (and pro-rata salary as appropriate), hourly rate and Spinal Point on the Salary Scale.
- Payslips for the month of March 2023.
- Overtime and additional hours and classes from January 2023.
- Pay Deduction Summary Sheet for March 2023
- The month end summary for March 2023.

The Internal Auditor examined a sample of salary payments made in March 2023 from the documentation made available and all items within the sample were found to be in order.

11.3 At the meeting on 15 December 2022 the Finance Committee noted the national JNC/NALC Local Government Officers' pay awards for 2022/23 to be back dated to 1 April 2022.

11.4 The Norfolk Pension Fund is the Council's Automatic Enrolment Pension Scheme and the Clerk/RFO confirmed that all relevant staff have been invited to enrol.

11.5 The Clerk/RFO presented the Internal Auditor with details of the completed re-declaration of compliance for the workplace pension scheme, submitted to the Pensions Regulator on 30 August 2022. (The re-declaration of compliance confirms to the Pensions Regulator that the Council complies with its duties as an employer and has to be completed every three years).

**12. Assets Controls (*Inspection of asset register and checks on existence of assets; recording of fixed asset valuations; cross checking on insurance cover*).**

12.1 An Asset Register is in place was last reviewed and adopted by the Council at its meeting on 23 March 2022 (Minute 11e refers). The Clerk/RFO advised the Internal Auditor that the up-to-date Asset Register is due to be presented to the Finance Committee at its meeting in May 2023.

12.2 The Register displays a total value of £2,543,023 as at 31 March 2023. Values are recorded at original purchase cost (where known) and a nominal value for community assets.

12.3 The Deputy Clerk advised the Internal Auditor that the value of £2,540,442 listed in the 2021/22 AGAR as at 31 March 2022 had been found to be incorrect and would need to be re-stated in the comparative year column of the AGAR as £2,518,379. The Deputy Clerk had been able to verify the additions and disposals in the year of

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account to reconcile the change in the valuation between the two years. The Deputy Clerk confirmed to the Internal Auditor that an entry of £2,543,023 in Box 9 of Section 2 of the AGAR correctly reflected the value of assets recorded in the Register as at 31 March 2023.

**Recommendation 3: The Asset Register requires review during the year 2023/24 to ensure that it is a working document that is fit for purpose and provides the information and data (both during the year and at the year-end) that can clearly and easily identify the acquisitions and disposals in the year of account and verify the correctness of the entry in Box 9 of the AGAR.**

12.4 It is important that the any revisions to the Register continue to comply with the current requirements which provide that each asset should be recorded on a consistent basis of valuation, year-on-year.

**13. Responsibilities as a Trustee (Regarding the Council's role and responsibilities under the Charity Acts; submission of returns to Charity Commission).**

13.1 The Council has no responsibilities as a Sole Trustee.

**14. Internal Financial Controls, Payments Controls and Audit Procedures (Confirmation that the Council has satisfactory internal financial controls in place for making payments with adequate documentation to support/evidence payments made. Any previous audit recommendations implemented).**

14.1 The Council has a very active Finance Committee which normally meets on a monthly basis and examines a full range of financial operations within the Council.

14.2 The Committee's responsibilities and duties include the following:

- a) to consider the income and expenditure reports and cash flows and to monitor these against the budgets.
- b) Co-ordinate the preparation of budgets annually for submission to the Full Council.
- c) Produce reports to the Full Council, no less frequently than quarterly, on any major deviation from budget that is likely to affect the final financial outcome.
- d) Request additional financial information from the RFO as required.
- e) Consider requests for expenditure from Committees with devolved budgets where the proposed expenditure is either in excess of the budgeted amount or not included in the budget.
- f) Consider grant applications from organisations based in Redenhall with Harleston or of benefit to residents.
- g) Committees with devolved budgets shall present their budget requests to the Finance Committee.

14.3 Recommendations are put forward from the Finance Committee to Full Council which receives updates on monthly income and expenditure and provides approval of items of expenditure invoiced since the previous meeting.

14.4 Other than the control issue of currently not currently verifying Bank Reconciliations completed by the Clerk/RFO, the Council has satisfactory overall internal financial controls in place. The Clerk/RFO provides comprehensive financial reports to the Finance Committee and to Full Council meetings. Councillors are provided with information to enable them to make informed decisions.

14.5 An Internet Banking Policy is now in place but has yet to be formally approved by the Council. The Executive approved the draft Policy on 26 April 2023 and the Full Council will consider the Committee's recommendation at the meeting on 23 May 2023. The Policy prescribes the procedure for On-line Payments as follows:

*' All invoices and requests for payment will be verified for accuracy by the Town Clerk.*

*Payments may only be made using online banking.*

*Two authorised Signatories will confirm the payments online.*

*Where payments are required in between meetings, the Clerk/RFO or Deputy Clerk will email copies of the invoices requiring payment to the Chair of the relevant Committee for approval and the Chair of Finance for information. Before the Clerk or Deputy Clerk set up a beneficiary and/or placing a payment request online.*

*In the event that neither Councillors are able to authorise a payment and non-payment could lead to further costs, the Clerk will contact the Chair of Finance who will send email authorisation confirming that the Clerk or Deputy Clerk should make the payment.*

*Clerk/RFO and Deputy Clerk email all requests (payments list) to the Chair of Finance for actioning and copy the Chair of the Council for information or actioning in the absence of the Chair of Finance'.*

14.6 The Clerk/RFO confirmed to the Internal Auditor that at each meeting the Council receives and authorises a list of payments made since the last meeting and a list of any additional payments due to be made. The Clerk/RFO or the Deputy Clerk will initiate the payment within the Barclays Bank online payments system. The payment will then be authorised online by the Chairman or another nominated Councillor having confirmed the payment against the relevant invoice or voucher.

14.7. Monthly lists of items of Expenditure over £500 are published on the Council's website in compliance with the Transparency Code 2015.

14.8 The Internal Audit report for the previous year (2021/22) was received by Finance Committee on 20 July 2022 and considered by the Council at its meeting on 27 July 2022. **The Report had put forward 5 recommendations and the progress in meeting those is reviewed at Appendix A at the end of this report.**

14.9 At its meeting on 12 April 2023 the Council agreed the appointment of the Internal Auditor for the year 2022/23 (Minute 8b refers).

**15. External Audit (*Recommendations put forward/comments made following the annual review*).**

15.1 The External Auditors' Report and Certificate for the year 2021/22 consisted of an Interim Report dated 28 September 2022 and a Final Report and Certificate dated 2 November 2022. There were no matters of concern brought to the attention of the Town Council.

15.2 There is no record in the Council's Minutes of the External Auditor's Report and Certificate being formally reported to the Council. It is important that the Report and Certificate are delivered to the Council in order that the Council can formally consider and note the document and agree action if any recommendations or comments are put forward.

**Recommendation 4: The External Auditors' Report and Certificate should be formally presented to Council and noted in the Minutes of the Council meeting to evidence that the document has been received by the Council and all matters arising from the Report have been noted and actioned where appropriate.**

**16. Publication Requirements.**

16.1 Under the Accounts and Audit Regulations 2015 authorities must publish each year the following information on a publicly accessible website.

Notice of the period for the exercise of Public Rights  
AGAR - Sections 1 and 2.

16.2 Following the completion of the External Audit:

Notice of Conclusion of Audit  
AGAR - Section 3  
AGAR - Sections 1 and 2 (including any amendments as a result of the Limited Assurance Review).

16.3 The Internal Auditor was able to confirm that the documents relating to the year 2021/22 were readily accessible on the Council's website:

<https://harleston-tc.gov.uk/finance/accounts-previous-years/>

16.4 The Council is meeting the publication requirements of the Local Government Transparency Code 2015, which provides that larger parish/town councils which have gross annual income or expenditure (whichever is the higher) exceeding £200,000 must publish details of each individual item of expenditure that exceeds £500. The details can be accessed on the Council's website link:

<https://harleston-tc.gov.uk/finance/accounts-current-year/>

## 17. Additional Comments.

17.1 I would like to record my appreciation to the Town Clerk/RFO, the Deputy Town Clerk and the Finance Administrator, for their assistance during the audit.



Trevor Brown, CPFA  
Internal Auditor

16 May 2023

## Appendix A

### **Progress being achieved in addressing the Recommendations in the 2021/22 End of Year Internal Audit Report dated 14 July 2022.**

**Recommendation 1:** *In order to provide a framework to assist in fulfilling the Council's future vision for Harleston and Redenhall, a 3-Year Strategic Plan should be constructed which includes the objectives set out in the Neighbourhood Plan and other strategic objectives and priorities for achievement over that 3-year period. This Strategic Plan can inform the direction of a detailed Action Plan, which would sit beneath this higher-level document and would be a fluid, dynamic document, subject to regular review in order to facilitate the meeting of the agreed overall strategic objectives.*

**Update at 11 May 2023:** The Council agreed on 27 July 2022 that the 3-year strategic planning would initially be considered by the Executive Committee. The Clerk/RFO confirmed that the new Council (from May 2023) will be considering an Overall Strategic Plan.

**Recommendation 2:** *The Town Council should agree with the Town Clerk/RFO a timetable for the completion of a structured, programmed review and approval of its key Policies, Procedures and Protocols in order to evidence a high standard of governance and administration.*

**Update at 11 May 2023:** At its meeting on 27 July 2022 the Council noted the importance of maintaining a programme of review of Policies and agreed that the issue would initially be considered by the Executive Committee. The Council considered and approved the Policy List, including review dates, at its meeting on 5 October 2022.

**Recommendation 3:** *The current procedure relating to Petty Cash operations should be reviewed as soon as practicably possible to ensure that the Rialtas accounting*

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*system accurately reflects the Petty Cash position. The Council should consider incorporating Petty Cash transactions into the Rialtas system to provide a more streamlined and efficient system to record the payments made from the Account. This will facilitate the Rialtas system displaying the true cash balance at the end of each month (and the end of the year) within the Petty Cash Account.*

**Update at 11 May 2023:** This matter has now been addressed and Petty Cash transactions are now incorporated within the Rialtas accounting system.

**Recommendation 4:** *The Council should examine the procedure in place for verifying completed bank reconciliations to ensure that Financial Regulations are being met in full and that there is a robust and independent inspection process.*

**Update at 11 May 2023:** This is still to be addressed but the Clerk/RFO plans to report this issue to the Finance Committee and regularly provide completed Bank Reconciliation details to future meetings of the Finance Committee.

**Recommendation 5:** *During the course of the 2022/23 year the Council should consider and adopt an Internet Banking Policy to formalise and confirm the detailed online banking procedures to be followed by Councillors and Staff.*

**Update at 11 May 2023:** An Internet Banking Policy was considered by the Executive Committee on 26 April 2023 and is due to be presented to Council at the meeting in May 2023.

# Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2023
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

| Completion checklist – 'No' answers mean you may not have met requirements |                                                                                                                                                                                    | Yes | No |
|----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| All sections                                                               | Have all highlighted boxes have been completed?                                                                                                                                    |     |    |
|                                                                            | Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?                |     |    |
| Internal Audit Report                                                      | Have all highlighted boxes been completed by the internal auditor and explanations provided?                                                                                       |     |    |
| Section 1                                                                  | For any statement to which the response is 'no', has an explanation been published?                                                                                                |     |    |
| Section 2                                                                  | Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?                                                          |     |    |
|                                                                            | Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?                                                 |     |    |
|                                                                            | Has an explanation of significant variations been published where required?                                                                                                        |     |    |
|                                                                            | Has the bank reconciliation as at <b>31 March 2023</b> been reconciled to Box 8?                                                                                                   |     |    |
|                                                                            | Has an explanation of any difference between Box 7 and Box 8 been provided?                                                                                                        |     |    |
| Sections 1 and 2                                                           | Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested. |     |    |

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2022/23

Redenhall with Harleston Town Council

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS [www.harleston-tc.gov.uk](http://www.harleston-tc.gov.uk)

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective                                                                                                                                                                                                                                                                                                                                           | Yes | No* | Not covered** |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|---------------|
| A. Appropriate accounting records have been properly kept throughout the financial year.                                                                                                                                                                                                                                                                             |     |     |               |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.                                                                                                                                                                                                |     |     |               |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.                                                                                                                                                                                                                              |     |     |               |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.                                                                                                                                                                                                 |     |     |               |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.                                                                                                                                                                                                                      |     |     |               |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.                                                                                                                                                                                                                             |     |     |               |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.                                                                                                                                                                                                      |     |     |               |
| H. Asset and investments registers were complete and accurate and properly maintained.                                                                                                                                                                                                                                                                               |     |     |               |
| I. Periodic bank account reconciliations were properly carried out during the year.                                                                                                                                                                                                                                                                                  |     |     |               |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.                                                         |     |     |               |
| K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i>                                                                                                       |     |     |               |
| L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.                                                                                                                                                                                                   |     |     |               |
| M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> . |     |     |               |
| N. The authority has complied with the publication requirements for 2021/22 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .                                                                                                                                                                                                                                           |     |     |               |

|                                                                                         |     |    |                |
|-----------------------------------------------------------------------------------------|-----|----|----------------|
| <b>O. (For local councils only)</b>                                                     | Yes | No | Not applicable |
| Trust funds (including charitable) – The council met its responsibilities as a trustee. |     |    |                |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

**\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**\*\*Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Redenhall with Harleston Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

|                                                                                                                                                                                                                                                                                                 | Agreed |     | 'Yes' means that this authority:                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                 | Yes    | No* |                                                                                                                                                                                         |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.                                                                                                                                                  |        |     | prepared its accounting statements in accordance with the Accounts and Audit Regulations.                                                                                               |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.                                                                                                                                  |        |     | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.                                                                     |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. |        |     | has only done what it has the legal power to do and has complied with Proper Practices in doing so.                                                                                     |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.                                                                                                                               |        |     | during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.                                                               |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.                                                                            |        |     | considered and documented the financial and other risks it faces and dealt with them properly.                                                                                          |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.                                                                                                                                                          |        |     | arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority. |
| 7. We took appropriate action on all matters raised in reports from internal and external audit.                                                                                                                                                                                                |        |     | responded to matters brought to its attention by internal and external audit.                                                                                                           |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.                                  |        |     | disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.                                           |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.                         | Yes    | No  | N/A                                                                                                                                                                                     |
|                                                                                                                                                                                                                                                                                                 |        |     | has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.                                                               |

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE ADDRESS [www.harleston-tc.gov.uk](http://www.harleston-tc.gov.uk)

## Section 2 – Accounting Statements 2022/23 for

Redenhall with Harleston Town Council

|                                                                    | Year ending           |                       | Notes and guidance                                                                                                                                                                                             |
|--------------------------------------------------------------------|-----------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                    | 31 March<br>2022<br>£ | 31 March<br>2023<br>£ |                                                                                                                                                                                                                |
| <b>1.</b> Balances brought forward                                 | 533,204               | 544,927               | <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>                                                              |
| <b>2.</b> (+) Precept or Rates and Levies                          | 334,947               | 351,694               | <i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>                                                                                 |
| <b>3.</b> (+) Total other receipts                                 | 203,209               | 213,202               | <i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>                                                                   |
| <b>4.</b> (-) Staff costs                                          | 304,703               | 344,416               | <i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i> |
| <b>5.</b> (-) Loan interest/capital repayments                     | 8,803                 | 8,803                 | <i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>                                                                                      |
| <b>6.</b> (-) All other payments                                   | 212,927               | 281,595               | <i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>                                                                     |
| <b>7.</b> (=) Balances carried forward                             | 544,927               | 475,009               | <i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>                                                                                                                       |
| <b>8.</b> Total value of cash and short term investments           | 560,206               | 485,883               | <i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>                                              |
| <b>9.</b> Total fixed assets plus long term investments and assets | 2,518,379             | 2,543,023             | <i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>                                                                      |
| <b>10.</b> Total borrowings                                        | 39,615                | 30,812                | <i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>                                                                                                        |

| For Local Councils Only                                           | Yes | No | N/A |                                                                                                                      |
|-------------------------------------------------------------------|-----|----|-----|----------------------------------------------------------------------------------------------------------------------|
| <b>11a.</b> Disclosure note re Trust funds (including charitable) |     |    |     | <i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i> |
| <b>11b.</b> Disclosure note re Trust funds (including charitable) |     |    |     | <i>The figures in the accounting statements above do not include any Trust transactions.</i>                         |

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

Redenhall with Harleston Town Council

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2022/23

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2022/23

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

## Annual Internal Audit Report 2022/23

Redenhall with Harleston Town Council

www.harleston-tc.gov.uk

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective                                                                                                                                                                                                                                                                                                                                           | Yes | No* | Not covered**  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|----------------|
| A. Appropriate accounting records have been properly kept throughout the financial year.                                                                                                                                                                                                                                                                             | ✓   |     |                |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.                                                                                                                                                                                                | ✓   |     |                |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.                                                                                                                                                                                                                              | ✓   |     |                |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.                                                                                                                                                                                                 | ✓   |     |                |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.                                                                                                                                                                                                                      | ✓   |     |                |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.                                                                                                                                                                                                                             | ✓   |     |                |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.                                                                                                                                                                                                      | ✓   |     |                |
| H. Asset and investments registers were complete and accurate and properly maintained.                                                                                                                                                                                                                                                                               | ✓   |     |                |
| I. Periodic bank account reconciliations were properly carried out during the year.                                                                                                                                                                                                                                                                                  | ✓   |     |                |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.                                                         | ✓   |     |                |
| K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i>                                                                                                       |     |     | ✓              |
| L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.                                                                                                                                                                                                   | ✓   |     |                |
| M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> . | ✓   |     |                |
| N. The authority has complied with the publication requirements for 2021/22 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .                                                                                                                                                                                                                                           | ✓   |     |                |
| <b>O. (For local councils only)</b>                                                                                                                                                                                                                                                                                                                                  | Yes | No  | Not applicable |
| Trust funds (including charitable) – The council met its responsibilities as a trustee.                                                                                                                                                                                                                                                                              |     |     | ✓              |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

11/05/2023

Name of person who carried out the internal audit

TREVOR BROWN C.P.F.A

Signature of person who carried out the internal audit

T. Brown

Date

11/05/2023

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Mrs Clare Crane  
Redenhall With Harleston Town Council  
Memorial Leisure Centre  
Wilderness Lane  
Harleston  
Norfolk  
IP20 9DD

## Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

|                                                                            |                                       |
|----------------------------------------------------------------------------|---------------------------------------|
| Policy Number                                                              | YLL-122020-5913                       |
| Insured                                                                    | Redenhall With Harleston Town Council |
| Business                                                                   | Parish / Town Council                 |
| Period of Insurance                                                        |                                       |
| From                                                                       | 23 <sup>rd</sup> June 2023            |
| To                                                                         | 22 <sup>nd</sup> June 2024            |
| and any other period for which cover has been agreed.                      |                                       |
| Renewal Premium                                                            | £ 8,567.80                            |
| Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate. |                                       |
| Schedule Number                                                            | 113458485                             |
| Long term agreement active until                                           | 23 <sup>rd</sup> June 2025            |
| Preparation Date                                                           | 06 <sup>th</sup> June 2023            |
| Prepared by                                                                | Mr Jonathan Meiseles                  |
| Policy Form Reference                                                      | MLAACF07                              |

### Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

## Important information

### **Taking reasonable care**

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

## Lines of Cover applying

### Part A – Material Damage

#### Table Headings

|              |                                                                                                                             |
|--------------|-----------------------------------------------------------------------------------------------------------------------------|
| Contents (a) | Furniture, fixtures, fittings and tenants improvements                                                                      |
| Contents (b) | Other contents and consumable stock not specified below including printed books and unused stationery                       |
| Contents (c) | Computer equipment, other office equipment and sports equipment                                                             |
| Contents (d) | Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment |
| Contents (e) | Tobacco                                                                                                                     |
| Contents (f) | Camcorders, videos and gaming machines                                                                                      |
| Contents (g) | Civic Regalia                                                                                                               |

#### Sums Insured

| Premises Address                                                                         | Buildings Sum Insured | Loss of Rent | Contents (a) | Contents (b) | Contents (c) | Contents (d) | Contents (e) | Contents (f) | Contents (g) |
|------------------------------------------------------------------------------------------|-----------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| 1. Leisure Centre Complex, Address, Leisure Centre Complex, Harleston, Norfolk, IP20 9DD | £2,490,192.52         | £30,000.00   | £22,753.07   | £23,275.94   | £7,863.97    | £3,000.00    | £0.00        | £0.00        | £941.47      |
| 2. Clock & Tower, Address, Clock & Tower, Market Place, Harleston, Norfolk, IP20 9BB     | £615,719.09           | N/A          | £0.00        | £0.00        | £0.00        | £0.00        | £0.00        | £0.00        | £0.00        |
| 3. Address, Public Conveniences, Bullock Fair Close, Harleston, Norfolk, IP20 9AT        | £120,000.00           | N/A          | £0.00        | £0.00        | £0.00        | £0.00        | £0.00        | £0.00        | £0.00        |

#### For Premises: 3

**Insured Perils applicable to Material Damage : 1-13, 15 & 16**

#### For Premises: 1, 2

**Insured Perils applicable to Material Damage: 1-16**

#### Excesses Applicable to Premises 1, 2 & 3

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

|                                            |      |
|--------------------------------------------|------|
| Accidental Damage                          | £100 |
| Theft                                      | £100 |
| Riot civil commotion and Malicious Persons | £250 |

|                           |        |
|---------------------------|--------|
| Storm or Flood            | £250   |
| Escape of Water           | £250   |
| Falling Trees or Branches | £250   |
| Subsidence                | £1,000 |

**Operative Endorsements:** 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

**Part B – Business Interruption**

| Premises Address | Additional Expenditure | Indemnity Period (Months) | Loss of Data | Indemnity Period (Months) | Loss of Gross Revenue | Indemnity Period (Months) |
|------------------|------------------------|---------------------------|--------------|---------------------------|-----------------------|---------------------------|
| All Premises     | £300,000               | 36                        | N/A          |                           | £279,000              | 36                        |

**For Premises: 3**

**Insured Perils applicable to Business Interruption : 1-13, 15 & 16**

**For Premises: 1, 2**

**Insured Perils applicable to Business Interruption: 1-16**

**Operative Endorsements:**

None

## Part C – All Risks

### Table Headings

|              |                                                                                                                             |
|--------------|-----------------------------------------------------------------------------------------------------------------------------|
| Contents (a) | Furniture, fixtures, fittings and tenants improvements                                                                      |
| Contents (b) | Other Contents and consumable stock not specified below including printed books and unused stationery                       |
| Contents (c) | Computer Equipment, other office equipment and sports equipment                                                             |
| Contents (d) | Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment |
| Contents (e) | Tobacco                                                                                                                     |
| Contents (f) | Camcorders, videos and gaming machines                                                                                      |
| Contents (g) | Civic Regalia                                                                                                               |

### Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

| Item Description                                         | Sum Insured | Excess |
|----------------------------------------------------------|-------------|--------|
| 2 x Information Boards                                   | £7,907.95   | £100   |
| Playground Equipment                                     | £137,270.56 | £100   |
| 14 x Timber Seats                                        | £16,837.19  | £100   |
| 2 x Bus Shelters                                         | £5,339.29   | £100   |
| Memorials Statues & Monuments                            | £16,776.92  | £100   |
| Gym Equipment                                            | £281,567.40 | £100   |
| Youth Shelter                                            | £17,112.47  | £100   |
| Green Gym Equipment                                      | £41,116.01  | £100   |
| Ride on Mower                                            | £5,066.58   | £100   |
| Bench                                                    | £1,151.51   | £100   |
| Street Smart Barrow                                      | £936.55     | £100   |
| Christmas Lights                                         | £10,747.28  | £100   |
| Play Equipment: MUGA, fencing, gates, surfacing and bins | £101,331.47 | £100   |
| Maintenance equipment                                    | £19,620.85  | £100   |
| Photocopier - interest of BNP Paribas noted              | £3,477.82   | £100   |
| 4 x WW Commemorative Benches                             | £3,754.69   | £100   |
| WW Litter Bin                                            | £663.16     | £100   |
| Standing Tommy Silhouette                                | £1,079.14   | £100   |
| Resib Board Path Surfaces                                | £9,310.03   | £100   |
| Street Furniture and Tennis Court Fencing                | £11,986.51  | £100   |
| CCTV                                                     | £9,600.00   | £100   |
| Laptops                                                  | £3,000.00   | £100   |
| Photocopier - A1E03256/001                               | £3,600.00   | £100   |
| Car Parks at Bullock Fair Close and Broad Street         | £555,000.00 | £100   |

The excess stated applies to each and every loss.

**Operative Endorsements:** 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

## Part D – Money

|                                                                                                                                              | Limit any one loss |
|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):                                       | £250,000           |
| 2. Loss of other Money:                                                                                                                      |                    |
| (a) in transit in the custody of any <b>Member</b> or <b>Employee</b> or in transit by registered post (limit £250), or in a Bank Night Safe | £5,000             |
| (b) in the private residence of any <b>Member</b> or <b>Employee</b>                                                                         | £250               |
| (c) in the <b>premises</b>                                                                                                                   |                    |
| (i) in the custody of or under the actual supervision of any <b>Member</b> or <b>Employee</b>                                                | £5,000             |
| (ii) in locked safes or strongrooms                                                                                                          | £5,000             |
| (iii) in locked receptacles other than safes or strongrooms                                                                                  | £250               |

**Excess:** £50 each and every loss

**Personal Accident Assault Limits:** Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

## Part E – Public Liability

**Limit of Indemnity:** £15,000,000

**Excess:** £100 each and every claim in respect of Section 2(d)(ii)

### Operative Endorsements:

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

#### Clean Up Costs

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

#### Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

#### Enforcing Authority

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

#### Cover

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the **insurer's** liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

## Exclusions

The **insurer** shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
2. for **damage** connected with pre-existing contaminated property
3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action
4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns
8. in respect of costs for the reinstatement or reintroduction of flora or fauna
9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
10. in respect of fines or penalties of any kind
11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
12. for **damage** which is covered by a more specific insurance policy
13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed
14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.

**Part F – Hirers' Liability**

**Limit of Indemnity:** £2,000,000

**Excess:** £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

**Operative Endorsements**

None

**Part G – Employers Liability**

**Limit of Indemnity:** £10,000,000

**Operative Endorsements:**

None

**Part H – Libel and Slander****Sum Insured**

£250,000

**Excess:** 10% each and every claim or £1,000 whichever is the lower**Operative Endorsements**

None

## Part I – Motor Vehicles

**Insured Vehicle:** All as described in  
**Persons Entitled to Drive:** the Certificate of  
**Limitation as to Use:** Motor Insurance

**Cover:** Section 22

A. Comprehensive

### Excess : Section 23

| Amount | Description                                                      |
|--------|------------------------------------------------------------------|
| £ 150  | Accidental Damage , Fire , Theft , Windscreen , Theft total loss |
| £ Nil  | Third party                                                      |

Additional to any other Excess which applies

### Age and Inexperienced Driver Excess: Section 11

|     |                             |      |
|-----|-----------------------------|------|
| (a) | Under 25 years              | £150 |
| (b) | Over 25 years inexperienced | £150 |

Additional to any other Excess which applies

**Repair Limit:** £Nil

Section 12

### Damage to Property Limit:

£5,000,000 Applicable to any Commercial Vehicle, Minibus, Agricultural Vehicle and Special Type

£50,000,000 Applicable to any Private Motor Car

**Personal Effects Limit:** £150

Section 13

**Medical Expenses Limit:** £250

Section 14

### Additional Cover : Section 25

U. Occasional Business Use

Not Operative

V. Loss of No Claim Discount/Excess

Not Operative

### Operative Endorsements:

None

**Part J – Motor Legal Expenses and Uninsured Loss Recovery**

**Limit of Indemnity:**

£100,000 per insured incident

## Part N – Fidelity Guarantee

**Persons Guaranteed:**  
All members and employees

**Sum Guaranteed**  
£1,000,000

**Excess:** £100 each and every loss

## Part O – Personal Accident

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

### Persons Insured:

#### Employees

|         |                                               |
|---------|-----------------------------------------------|
| Capital | 5.00 times annual earnings                    |
| Weekly  | 1.00 times weekly earnings                    |
| Cover   | Sections 2 and 3 - Accident and Assault Cover |

#### Volunteers

|             |                                               |
|-------------|-----------------------------------------------|
| Capital Sum | £50,000.00                                    |
| Weekly Sum  | £200.00                                       |
| Cover       | Sections 2 and 3 - Accident and Assault Cover |

#### Directors/Councillors

|             |                                               |
|-------------|-----------------------------------------------|
| Capital Sum | £50,000.00                                    |
| Weekly Sum  | £200.00                                       |
| Cover       | Sections 2 and 3 - Accident and Assault Cover |

### Operative Endorsement:

1) Special Condition 4 of Section 5 is inoperative provided always that the **insurer** will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

## Part P – Legal Expenses

### Section:

|                                                |           |
|------------------------------------------------|-----------|
| 3. Employment Disputes and Compensation Awards | Operative |
| 4. Legal Defence                               | Operative |
| 5. Property Protection and Bodily Injury       | Operative |
| 6. Tax Protection                              | Operative |
| 7. Contract Disputes - £5,000 Limit            | Operative |
| 8. Statutory Licence Protection                | Operative |
| <b>Limit of Indemnity:</b>                     | £200,000  |

### Operative Endorsements

The following is also operative: Debt Recovery

#### Insured Incident

The **insurer** will negotiate for the **insured's** legal rights including enforcement of judgment to recover money and interest due from the sale or provision of goods or of services, provided always that:

- a) the amount of the debt exceeds £250 (incl VAT)
- b) the claim under this Part is made within 90 days of the money becoming due and payable
- c) the **insurer** has the right to select the method of enforcement, or to forego enforcing judgment if the **insurer** is not satisfied that there are, or will be, sufficient assets available to satisfy judgment.

#### Exceptions

We will not provide indemnity in respect of or arising from or relating to:

- a) any debt arising from an agreement entered into prior to the inception date of the indemnity provided by this section if the debt is due within the first 90 days of the indemnity provided by this section
- b) the recovery of money and interest due from another party where the other party intimates that a defence exists
- c) any claim relating to:
  - i) any settlement payable under an insurance policy
  - ii) any lease, licence or tenancy of land or buildings
  - iii) any motor vehicle owned by, or hired or leased to you other than agreements relating to the sale of motor vehicles where you are engaged in the business of selling motor vehicles
- d) any dispute which arises out of the purchase, hire, sale or provision of computer hardware, software, systems or services.

## General Notes

### 1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

### 2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing [Customers.team@uk.zurich.com](mailto:Customers.team@uk.zurich.com). Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

### 3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

## Claims contact information

If you need advice on a claim, it is important that you speak to the appropriate specialist. Claims specialists are available to discuss your cover and advise you on how to make a claim. Their contact details are:

| Type of Claim                                   | Claims team      | Claims contact details |                                                                                                                                                                     |
|-------------------------------------------------|------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Buildings, contents including "All Risks" Items | Property Claims  | Tel:                   | 0800 028 0336                                                                                                                                                       |
| Business interruption                           |                  | Email:                 | <a href="mailto:farnboroughpropertyclaims@uk.zurich.com">farnboroughpropertyclaims@uk.zurich.com</a>                                                                |
| Money                                           |                  | Address:               | Zurich Municipal Property Claims, Zurich Financial Services, PO Box 3303, Interface Business Park, Swindon, SN4 8WF                                                 |
| Works in progress                               |                  |                        |                                                                                                                                                                     |
| Public liability                                | Liability Claims | Tel:                   | 0800 876 6984                                                                                                                                                       |
| Employers liability                             |                  | Email:                 | <a href="mailto:fnlc@uk.zurich.com">fnlc@uk.zurich.com</a> (new claims)<br><a href="mailto:zmflc@uk.zurich.com">zmflc@uk.zurich.com</a> (subsequent correspondence) |
| Personal assault under Money                    |                  | Address:               | Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB (DX 140850, Farnborough 4)                                        |
| Personal accident                               |                  |                        |                                                                                                                                                                     |
| Financial and administrative liability          |                  |                        |                                                                                                                                                                     |
| Professional negligence                         |                  |                        |                                                                                                                                                                     |
| Hirers liability                                |                  |                        |                                                                                                                                                                     |
| Fidelity guarantee                              |                  |                        |                                                                                                                                                                     |
| Libel and slander                               |                  |                        |                                                                                                                                                                     |
| Engineering insurance                           |                  |                        |                                                                                                                                                                     |
| Engineering – Deterioration of stock            |                  |                        |                                                                                                                                                                     |
| Business travel                                 |                  |                        |                                                                                                                                                                     |
| Motor                                           | Motor Claims     | Tel:                   | 0800 916 8872 (new motor claims)<br>0800 232 1913 (customer damage)                                                                                                 |
|                                                 |                  | Email:                 | <a href="mailto:zmmotorclaimsoffice@uk.zurich.com">zmmotorclaimsoffice@uk.zurich.com</a>                                                                            |
|                                                 |                  | Address:               | Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW                                                                               |
| Legal Expenses                                  | DAS Legal Claims | Tel:                   | 0117 934 2116 (Switchboard)                                                                                                                                         |

## General claims procedure

This is a description of the general claims procedure you will need to follow:

1. Contact the relevant claims office, to notify the claim
2. If necessary, a claim form will be sent out to you for completion, or you will be asked to send details in writing
3. In the event of uncertainty, please call the relevant office for guidance.
4. Out of hours/Emergency Property losses - please contact 0800 028 0336
5. Track open claims on-line at: <https://www.zurich.co.uk/municipal/existing-customers>

**DAS Head and Registered Office:**

DAS Legal Expenses Insurance Company Limited | DAS House | Quay Side | Temple Back | Bristol | BS1 6NH  
Registered in England and Wales | Company Number 103274 Website: [www.das.co.uk](http://www.das.co.uk)  
DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority  
and regulated by the Financial Conduct Authority (FRN202106) and the Prudential Regulation Authority.

**DAS Law Limited Head and Registered Office:**

DAS Law Limited | North Quay | Temple Back | Bristol | BS1 6FL  
Registered in England and Wales | Company Number 5417859 Website: [www.daslaw.co.uk](http://www.daslaw.co.uk)  
DAS Law Limited is authorised and regulated by the Solicitors Regulation Authority (registered number 423113).

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

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Redenhall With Harleston Town Council  
Memorial Leisure Centre  
Wilderness Lane  
Harleston  
Norfolk  
IP20 9DD

**Zurich Town, Parish and  
Community Council Team**  
**PO Box 726**  
**Chichester**  
**PO19 9PS**

## Invoice

Invoice Date: 6th June 2023

Invoice No: 524320711

Client ref: 3646956

| Policy                                        | Policy Term           | (£) Premium      |
|-----------------------------------------------|-----------------------|------------------|
| YLL-122020-5913                               | 23/06/2023-22/06/2024 | 7,649.82         |
| Inspection Contract (If Applicable)           |                       | 0.00             |
| Sub total                                     |                       | 7,649.82         |
| Inspection Contract VAT @ prevailing rate     |                       | 0.00             |
| Insurance Premium Tax (IPT) @ prevailing rate |                       | 917.98           |
| <b>TOTAL</b>                                  |                       | <b>£8,567.80</b> |

**Payment is due before your cover starts, or immediately if your cover is already in place.**

Please make cheques payable to **Zurich Municipal** and send to **Zurich Town, Parish and Community Council Team, PO Box 726, Chichester, PO19 9PS**

**If paying by BACS, please note our new bank details and amend your records accordingly.**

Acc Name: Zurich Town & Parish, Insurer Trust Account      Acc Number: 23110249  
Sort Code: 20 – 65 - 82      Bank: Barclays Bank PLC

Please quote your Client Reference on all BACS transactions

### Invoice Queries

Phone: 0800 917 9426

Email: [accounts.team@uk.zurich.com](mailto:accounts.team@uk.zurich.com)

Our VAT registration number is: 107 8316 77

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Redenhall With Harleston Town Council  
Memorial Leisure Centre  
Wilderness Lane  
Harleston  
Norfolk  
IP20 9DD

**Zurich Town, Parish and  
Community Council Team**  
**PO Box 726**  
**Chichester**  
**PO19 9PS**

## Remittance Advice

Invoice Date: 6th June 2023

Invoice No: 524320711

Client ref: 3646956

| Policy                                        | Policy Term           | (£) Premium      |
|-----------------------------------------------|-----------------------|------------------|
| YLL-122020-5913                               | 23/06/2023-22/06/2024 | 7,649.82         |
| Inspection Contract (If Applicable)           |                       | 0.00             |
| Sub total                                     |                       | 7,649.82         |
| Inspection Contract VAT @ prevailing rate     |                       | 0.00             |
| Insurance Premium Tax (IPT) @ prevailing rate |                       | 917.98           |
| <b>TOTAL</b>                                  |                       | <b>£8,567.80</b> |

**Payment is due before your cover starts, or immediately if your cover is already in place.**

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31/05/2023

## Redenhall With Harleston Town Council

Page 1

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## Detailed Income &amp; Expenditure by Budget Heading 01/04/2023

Month No: 1

## Cost Centre Report

|                                     | Actual<br>Current | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|-------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>101 Administration</b>           |                   |                        |                   |                    |                          |                    |              |                         |
| 1013 Gazebo Hire                    | 0                 | 0                      | 150               | 150                |                          |                    | 0.0%         |                         |
| 1099 Miscellaneous Income           | 115               | 115                    | 50                | (65)               |                          |                    | 230.0%       |                         |
| 1100 Grants                         | 300               | 300                    | 0                 | (300)              |                          |                    | 0.0%         |                         |
| 1101 Christmas lights/donation      | 80                | 80                     | 0                 | (80)               |                          |                    | 0.0%         |                         |
| 1109 CiL Receipts                   | 35,411            | 35,411                 | 0                 | (35,411)           |                          |                    | 0.0%         |                         |
| 1176 Precept                        | 200,847           | 200,847                | 401,694           | 200,847            |                          |                    | 50.0%        |                         |
| 1190 Bank Interest/Rewards Received | 6                 | 6                      | 73                | 67                 |                          |                    | 8.4%         |                         |
| <b>Administration :- Income</b>     | <b>236,759</b>    | <b>236,759</b>         | <b>401,967</b>    | <b>165,208</b>     |                          |                    | <b>58.9%</b> | <b>0</b>                |
| 4000 Salaries                       | 8,302             | 8,302                  | 108,255           | 99,953             |                          | 99,953             | 7.7%         |                         |
| 4001 Paye/Nl                        | 0                 | 0                      | 34,320            | 34,320             |                          | 34,320             | 0.0%         |                         |
| 4006 Pension Contributions          | 0                 | 0                      | 34,582            | 34,582             |                          | 34,582             | 0.0%         |                         |
| 4007 Bank Charges                   | 0                 | 0                      | 239               | 239                |                          | 239                | 0.0%         |                         |
| 4010 Staff Training/ Conferences    | 0                 | 0                      | 1,000             | 1,000              |                          | 1,000              | 0.0%         |                         |
| 4011 Members' Training              | 0                 | 0                      | 500               | 500                |                          | 500                | 0.0%         |                         |
| 4012 Conference Costs               | 35                | 35                     | 200               | 165                |                          | 165                | 17.5%        |                         |
| 4015 Staff Travel & Subsistence     | 0                 | 0                      | 54                | 54                 |                          | 54                 | 0.0%         |                         |
| 4016 Members travel                 | 0                 | 0                      | 108               | 108                |                          | 108                | 0.0%         |                         |
| 4017 Chairman's Allowance           | 100               | 100                    | 100               | 0                  |                          | 0                  | 100.0%       |                         |
| 4018 Vehicle Fuel Costs             | 0                 | 0                      | 414               | 414                |                          | 414                | 0.0%         |                         |
| 4020 Audit Fees - Internal          | 0                 | 0                      | 718               | 718                |                          | 718                | 0.0%         |                         |
| 4021 Audit Fees - External          | 0                 | 0                      | 1,398             | 1,398              |                          | 1,398              | 0.0%         |                         |
| 4022 Accounting Services            | 0                 | 0                      | 1,183             | 1,183              |                          | 1,183              | 0.0%         |                         |
| 4023 HR-Compliance                  | 0                 | 0                      | 538               | 538                |                          | 538                | 0.0%         |                         |
| 4025 Legal Fees                     | 0                 | 0                      | 1,500             | 1,500              |                          | 1,500              | 0.0%         |                         |
| 4026 Professional Fees              | 0                 | 0                      | 968               | 968                |                          | 968                | 0.0%         |                         |
| 4031 Photocopying                   | 0                 | 0                      | 2,430             | 2,430              |                          | 2,430              | 0.0%         |                         |
| 4033 Subscriptions                  | 0                 | 0                      | 1,272             | 1,272              |                          | 1,272              | 0.0%         |                         |
| 4034 Licences                       | 0                 | 0                      | 323               | 323                |                          | 323                | 0.0%         |                         |
| 4036 IT Software                    | 0                 | 0                      | 600               | 600                |                          | 600                | 0.0%         |                         |
| 4037 IT Support and Consumables     | (118)             | (118)                  | 688               | 806                |                          | 806                | (17.2%)      |                         |
| 4039 Sundries                       | 0                 | 0                      | 262               | 262                |                          | 262                | 0.0%         |                         |
| 4040 Telephones/Broadband           | 67                | 67                     | 716               | 649                |                          | 649                | 9.4%         |                         |
| 4044 Hospitality                    | (35)              | (35)                   | 250               | 285                |                          | 285                | (14.0%)      |                         |
| 4045 Insurance                      | 712               | 712                    | 3,750             | 3,038              |                          | 3,038              | 19.0%        |                         |
| 4055 Electricity                    | 0                 | 0                      | 2,000             | 2,000              |                          | 2,000              | 0.0%         |                         |
| 4057 Advertising                    | 0                 | 0                      | 500               | 500                |                          | 500                | 0.0%         |                         |
| 4071 Health & Safety - Compliance   | 0                 | 0                      | 161               | 161                |                          | 161                | 0.0%         |                         |
| 4099 Miscellaneous Expenses         | 0                 | 0                      | 538               | 538                |                          | 538                | 0.0%         |                         |
| 4105 Tree Assessment survey         | 0                 | 0                      | 538               | 538                |                          | 538                | 0.0%         |                         |

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 01/04/2023

Month No: 1

## Cost Centre Report

|                                                     | Actual<br>Current | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent     | Transfer<br>to/from EMR |
|-----------------------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|-------------|-------------------------|
| 4119 Maintenance - General                          | 0                 | 0                      | 102               | 102                |                          | 102                | 0.0%        |                         |
| 4168 Air Conditioning                               | 0                 | 0                      | 317               | 317                |                          | 317                | 0.0%        |                         |
| 4503 Christmas Events                               | 0                 | 0                      | 2,000             | 2,000              |                          | 2,000              | 0.0%        |                         |
| Administration :- Indirect Expenditure              | <b>9,063</b>      | <b>9,063</b>           | <b>202,524</b>    | <b>193,461</b>     | <b>0</b>                 | <b>193,461</b>     | <b>4.5%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>                  | <b>227,696</b>    | <b>227,696</b>         | <b>199,443</b>    | <b>(28,253)</b>    |                          |                    |             |                         |
| <u>102 Harleston Kindness Help Hub</u>              |                   |                        |                   |                    |                          |                    |             |                         |
| 4497 Harleston Kindness Help Hub                    | 0                 | 0                      | 880               | 880                |                          | 880                | 0.0%        |                         |
| Harleston Kindness Help Hub :- Indirect Expenditure | <b>0</b>          | <b>0</b>               | <b>880</b>        | <b>880</b>         | <b>0</b>                 | <b>880</b>         | <b>0.0%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                              | <b>0</b>          | <b>0</b>               | <b>(880)</b>      | <b>(880)</b>       |                          |                    |             |                         |
| <u>103 Team Harleston</u>                           |                   |                        |                   |                    |                          |                    |             |                         |
| 1099 Miscellaneous Income                           | 0                 | 0                      | 8,000             | 8,000              |                          |                    | 0.0%        |                         |
| Team Harleston :- Income                            | <b>0</b>          | <b>0</b>               | <b>8,000</b>      | <b>8,000</b>       |                          |                    | <b>0.0%</b> | <b>0</b>                |
| 4014 Town Events                                    | 0                 | 0                      | 1,000             | 1,000              |                          | 1,000              | 0.0%        |                         |
| 4081 Jubilee                                        | 0                 | 0                      | 2,000             | 2,000              |                          | 2,000              | 0.0%        |                         |
| 4082 Remembrance                                    | 0                 | 0                      | 108               | 108                |                          | 108                | 0.0%        |                         |
| 4503 Christmas Events                               | 0                 | 0                      | 1,000             | 1,000              |                          | 1,000              | 0.0%        |                         |
| Team Harleston :- Indirect Expenditure              | <b>0</b>          | <b>0</b>               | <b>4,108</b>      | <b>4,108</b>       | <b>0</b>                 | <b>4,108</b>       | <b>0.0%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>                  | <b>0</b>          | <b>0</b>               | <b>3,892</b>      | <b>3,892</b>       |                          |                    |             |                         |
| <u>105 Grants &amp; Donations</u>                   |                   |                        |                   |                    |                          |                    |             |                         |
| 4090 Grants                                         | 0                 | 0                      | 10,000            | 10,000             |                          | 10,000             | 0.0%        |                         |
| Grants & Donations :- Indirect Expenditure          | <b>0</b>          | <b>0</b>               | <b>10,000</b>     | <b>10,000</b>      | <b>0</b>                 | <b>10,000</b>      | <b>0.0%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                              | <b>0</b>          | <b>0</b>               | <b>(10,000)</b>   | <b>(10,000)</b>    |                          |                    |             |                         |
| <u>110 Loan Repayments</u>                          |                   |                        |                   |                    |                          |                    |             |                         |
| 4095 Loan Repayments                                | 0                 | 0                      | 8,803             | 8,803              |                          | 8,803              | 0.0%        |                         |
| Loan Repayments :- Indirect Expenditure             | <b>0</b>          | <b>0</b>               | <b>8,803</b>      | <b>8,803</b>       | <b>0</b>                 | <b>8,803</b>       | <b>0.0%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                              | <b>0</b>          | <b>0</b>               | <b>(8,803)</b>    | <b>(8,803)</b>     |                          |                    |             |                         |
| <u>121 Environmental</u>                            |                   |                        |                   |                    |                          |                    |             |                         |
| 4083 Planters                                       | 0                 | 0                      | 1,500             | 1,500              |                          | 1,500              | 0.0%        |                         |
| 4099 Miscellaneous Expenses                         | 0                 | 0                      | 108               | 108                |                          | 108                | 0.0%        |                         |

## Detailed Income &amp; Expenditure by Budget Heading 01/04/2023

Month No: 1

## Cost Centre Report

|                                         | Actual<br>Current | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|-----------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------------|-------------------------|
| 4110 Bus Shelter Maintenance            | 0                 | 0                      | 250               | 250                |                          | 250                | 0.0%          |                         |
| 4119 Maintenance - General              | 0                 | 0                      | 54                | 54                 |                          | 54                 | 0.0%          |                         |
| 4140 Dog Bin Purchases                  | 0                 | 0                      | 124               | 124                |                          | 124                | 0.0%          |                         |
| 4141 Dog Bin Servicing                  | 2,544             | 2,544                  | 2,650             | 106                |                          | 106                | 96.0%         |                         |
| 4143 Salt bin purchase                  | 0                 | 0                      | 119               | 119                |                          | 119                | 0.0%          |                         |
| Environmental :- Indirect Expenditure   | <b>2,544</b>      | <b>2,544</b>           | <b>4,805</b>      | <b>2,261</b>       | <b>0</b>                 | <b>2,261</b>       | <b>52.9%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                  | <b>(2,544)</b>    | <b>(2,544)</b>         | <b>(4,805)</b>    | <b>(2,261)</b>     |                          |                    |               |                         |
| <b>122 Street Lighting</b>              |                   |                        |                   |                    |                          |                    |               |                         |
| 4151 Street Lights Electricity          | 0                 | 0                      | 6,000             | 6,000              |                          | 6,000              | 0.0%          |                         |
| 4152 Street Lights Maintenance          | (85)              | (85)                   | 1,097             | 1,182              |                          | 1,182              | (7.7%)        |                         |
| Street Lighting :- Indirect Expenditure | <b>(85)</b>       | <b>(85)</b>            | <b>7,097</b>      | <b>7,182</b>       | <b>0</b>                 | <b>7,182</b>       | <b>(1.2%)</b> | <b>0</b>                |
| <b>Net Expenditure</b>                  | <b>85</b>         | <b>85</b>              | <b>(7,097)</b>    | <b>(7,182)</b>     |                          |                    |               |                         |
| <b>123 Car Parks</b>                    |                   |                        |                   |                    |                          |                    |               |                         |
| 1030 Car Park Donations - Business      | 0                 | 0                      | 1,000             | 1,000              |                          |                    | 0.0%          |                         |
| 1031 Car Park Donations - PC's          | 0                 | 0                      | 1,075             | 1,075              |                          |                    | 0.0%          |                         |
| 1032 Car Park Donations - Co op         | 5,000             | 5,000                  | 30,000            | 25,000             |                          |                    | 16.7%         |                         |
| 1499 Project - parish partnership       | 0                 | 0                      | 2,500             | 2,500              |                          |                    | 0.0%          |                         |
| Car Parks :- Income                     | <b>5,000</b>      | <b>5,000</b>           | <b>34,575</b>     | <b>29,575</b>      |                          |                    | <b>14.5%</b>  | <b>0</b>                |
| 4051 Business Rates                     | 1,197             | 1,197                  | 13,674            | 12,477             |                          | 12,477             | 8.8%          |                         |
| 4101 Hedge & Tree Maintenance           | 0                 | 0                      | 269               | 269                |                          | 269                | 0.0%          |                         |
| 4113 Car Park Maintenance               | 0                 | 0                      | 2,000             | 2,000              |                          | 2,000              | 0.0%          |                         |
| 4121 Maintenance - Contractors          | 0                 | 0                      | 538               | 538                |                          | 538                | 0.0%          |                         |
| 4136 Car Park Lease                     | 9,250             | 9,250                  | 38,000            | 28,750             |                          | 28,750             | 24.3%         |                         |
| Car Parks :- Indirect Expenditure       | <b>10,447</b>     | <b>10,447</b>          | <b>54,481</b>     | <b>44,034</b>      | <b>0</b>                 | <b>44,034</b>      | <b>19.2%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>      | <b>(5,447)</b>    | <b>(5,447)</b>         | <b>(19,906)</b>   | <b>(14,459)</b>    |                          |                    |               |                         |
| <b>124 Cemetery</b>                     |                   |                        |                   |                    |                          |                    |               |                         |
| 1020 Cemetery - Burials                 | 300               | 300                    | 2,580             | 2,280              |                          |                    | 11.6%         |                         |
| 1021 Cemetery - Interment Of Ashes      | 0                 | 0                      | 538               | 538                |                          |                    | 0.0%          |                         |
| 1022 Cemetery - EROB                    | 300               | 300                    | 1,290             | 990                |                          |                    | 23.3%         |                         |
| 1023 Cemetery - Memorials               | 260               | 260                    | 774               | 514                |                          |                    | 33.6%         |                         |
| 1024 Cemetery - Maintenance share       | 0                 | 0                      | 188               | 188                |                          |                    | 0.0%          |                         |
| 1026 Reservations Interment Ashes       | 0                 | 0                      | 161               | 161                |                          |                    | 0.0%          |                         |
| Cemetery :- Income                      | <b>860</b>        | <b>860</b>             | <b>5,531</b>      | <b>4,671</b>       |                          |                    | <b>15.5%</b>  | <b>0</b>                |

## Detailed Income &amp; Expenditure by Budget Heading 01/04/2023

Month No: 1

## Cost Centre Report

|                                      | Actual<br>Current | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|--------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------------|-------------------------|
| 4101 Hedge & Tree Maintenance        | 0                 | 0                      | 538               | 538                |                          | 538                | 0.0%          |                         |
| 4119 Maintenance - General           | 0                 | 0                      | 500               | 500                |                          | 500                | 0.0%          |                         |
| 4130 Cemetery Income Share           | 0                 | 0                      | 914               | 914                |                          | 914                | 0.0%          |                         |
| 4132 Cemetery - Grave Digger         | 0                 | 0                      | 2,365             | 2,365              |                          | 2,365              | 0.0%          |                         |
| Cemetery :- Indirect Expenditure     | <b>0</b>          | <b>0</b>               | <b>4,317</b>      | <b>4,317</b>       | <b>0</b>                 | <b>4,317</b>       | <b>0.0%</b>   | <b>0</b>                |
| <b>Net Income over Expenditure</b>   | <b>860</b>        | <b>860</b>             | <b>1,214</b>      | <b>354</b>         |                          |                    |               |                         |
| <b>125 Markets</b>                   |                   |                        |                   |                    |                          |                    |               |                         |
| 1040 Market Rents                    | 0                 | 0                      | 6,000             | 6,000              |                          |                    | 0.0%          |                         |
| Markets :- Income                    | <b>0</b>          | <b>0</b>               | <b>6,000</b>      | <b>6,000</b>       |                          |                    | <b>0.0%</b>   | <b>0</b>                |
| 4053 Market Rates                    | 28                | 28                     | 290               | 262                |                          | 262                | 9.6%          |                         |
| 4055 Electricity                     | 0                 | 0                      | 269               | 269                |                          | 269                | 0.0%          |                         |
| 4145 Waste Removal                   | (103)             | (103)                  | 813               | 916                |                          | 916                | (12.7%)       |                         |
| Markets :- Indirect Expenditure      | <b>(76)</b>       | <b>(76)</b>            | <b>1,372</b>      | <b>1,448</b>       | <b>0</b>                 | <b>1,448</b>       | <b>(5.5%)</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>   | <b>76</b>         | <b>76</b>              | <b>4,628</b>      | <b>4,553</b>       |                          |                    |               |                         |
| <b>126 Allotments</b>                |                   |                        |                   |                    |                          |                    |               |                         |
| 1000 Allotment Rent                  | 0                 | 0                      | 1,818             | 1,818              |                          |                    | 0.0%          |                         |
| Allotments :- Income                 | <b>0</b>          | <b>0</b>               | <b>1,818</b>      | <b>1,818</b>       |                          |                    | <b>0.0%</b>   | <b>0</b>                |
| 4033 Subscriptions                   | 0                 | 0                      | 308               | 308                |                          | 308                | 0.0%          |                         |
| 4050 Rents                           | 0                 | 0                      | 731               | 731                |                          | 731                | 0.0%          |                         |
| 4052 Water Charges                   | 0                 | 0                      | 1,024             | 1,024              |                          | 1,024              | 0.0%          |                         |
| 4101 Hedge & Tree Maintenance        | 0                 | 0                      | 215               | 215                |                          | 215                | 0.0%          |                         |
| 4119 Maintenance - General           | 0                 | 0                      | 269               | 269                |                          | 269                | 0.0%          |                         |
| Allotments :- Indirect Expenditure   | <b>0</b>          | <b>0</b>               | <b>2,547</b>      | <b>2,547</b>       | <b>0</b>                 | <b>2,547</b>       | <b>0.0%</b>   | <b>0</b>                |
| <b>Net Income over Expenditure</b>   | <b>0</b>          | <b>0</b>               | <b>(729)</b>      | <b>(729)</b>       |                          |                    |               |                         |
| <b>129 War Memorial</b>              |                   |                        |                   |                    |                          |                    |               |                         |
| 4111 War Memorial Maintenance        | 0                 | 0                      | 500               | 500                |                          | 500                | 0.0%          |                         |
| War Memorial :- Indirect Expenditure | <b>0</b>          | <b>0</b>               | <b>500</b>        | <b>500</b>         | <b>0</b>                 | <b>500</b>         | <b>0.0%</b>   | <b>0</b>                |
| <b>Net Expenditure</b>               | <b>0</b>          | <b>0</b>               | <b>(500)</b>      | <b>(500)</b>       |                          |                    |               |                         |
| <b>130 Clock Tower</b>               |                   |                        |                   |                    |                          |                    |               |                         |
| 4112 Clock Tower Maintenance         | 0                 | 0                      | 296               | 296                |                          | 296                | 0.0%          |                         |
| Clock Tower :- Indirect Expenditure  | <b>0</b>          | <b>0</b>               | <b>296</b>        | <b>296</b>         | <b>0</b>                 | <b>296</b>         | <b>0.0%</b>   | <b>0</b>                |
| <b>Net Expenditure</b>               | <b>0</b>          | <b>0</b>               | <b>(296)</b>      | <b>(296)</b>       |                          |                    |               |                         |

## Detailed Income &amp; Expenditure by Budget Heading 01/04/2023

Month No: 1

## Cost Centre Report

|                                        | Actual<br>Current | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent     | Transfer<br>to/from EMR |
|----------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|-------------|-------------------------|
| <b>131 Public Toilets</b>              |                   |                        |                   |                    |                          |                    |             |                         |
| 4000 Salaries                          | 302               | 302                    | 2,914             | 2,612              |                          | 2,612              | 10.4%       |                         |
| 4001 Paye/Nl                           | 0                 | 0                      | 855               | 855                |                          | 855                | 0.0%        |                         |
| 4006 Pension Contributions             | 0                 | 0                      | 1,090             | 1,090              |                          | 1,090              | 0.0%        |                         |
| 4039 Sundries                          | (7)               | (7)                    | 0                 | 7                  |                          | 7                  | 0.0%        |                         |
| 4047 Cleaning Material/Consum- 4039    | 0                 | 0                      | 212               | 212                |                          | 212                | 0.0%        |                         |
| 4052 Water Charges                     | 0                 | 0                      | 1,419             | 1,419              |                          | 1,419              | 0.0%        |                         |
| 4055 Electricity                       | 0                 | 0                      | 564               | 564                |                          | 564                | 0.0%        |                         |
| 4119 Maintenance - General             | (13)              | (13)                   | 39                | 52                 |                          | 52                 | (34.0%)     |                         |
| Public Toilets :- Indirect Expenditure | <b>282</b>        | <b>282</b>             | <b>7,093</b>      | <b>6,811</b>       | <b>0</b>                 | <b>6,811</b>       | <b>4.0%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                 | <b>(282)</b>      | <b>(282)</b>           | <b>(7,093)</b>    | <b>(6,811)</b>     |                          |                    |             |                         |
| <b>201 Recreation Ground</b>           |                   |                        |                   |                    |                          |                    |             |                         |
| 1001 Ground Rent - Football            | 150               | 150                    | 1,800             | 1,650              |                          |                    | 8.3%        |                         |
| 1003 Ground Rent - Bowls               | 0                 | 0                      | 540               | 540                |                          |                    | 0.0%        |                         |
| 1009 Recreation Ground Hire            | 0                 | 0                      | 538               | 538                |                          |                    | 0.0%        |                         |
| Recreation Ground :- Income            | <b>150</b>        | <b>150</b>             | <b>2,878</b>      | <b>2,728</b>       |                          |                    | <b>5.2%</b> | <b>0</b>                |
| 4000 Salaries                          | 1,675             | 1,675                  | 21,417            | 19,742             |                          | 19,742             | 7.8%        |                         |
| 4001 Paye/Nl                           | 0                 | 0                      | 6,711             | 6,711              |                          | 6,711              | 0.0%        |                         |
| 4006 Pension Contributions             | 0                 | 0                      | 8,218             | 8,218              |                          | 8,218              | 0.0%        |                         |
| 4010 Staff Training/ Conferences       | 0                 | 0                      | 250               | 250                |                          | 250                | 0.0%        |                         |
| 4018 Vehicle Fuel Costs                | 0                 | 0                      | 1,352             | 1,352              |                          | 1,352              | 0.0%        |                         |
| 4034 Licences                          | 0                 | 0                      | 161               | 161                |                          | 161                | 0.0%        |                         |
| 4039 Sundries                          | (16)              | (16)                   | 0                 | 16                 |                          | 16                 | 0.0%        |                         |
| 4040 Telephones/Broadband              | 0                 | 0                      | 129               | 129                |                          | 129                | 0.0%        |                         |
| 4041 Mobile Phones                     | 0                 | 0                      | 65                | 65                 |                          | 65                 | 0.0%        |                         |
| 4045 Insurance                         | 575               | 575                    | 3,211             | 2,636              |                          | 2,636              | 17.9%       |                         |
| 4052 Water Charges                     | 0                 | 0                      | 403               | 403                |                          | 403                | 0.0%        |                         |
| 4055 Electricity                       | 0                 | 0                      | 600               | 600                |                          | 600                | 0.0%        |                         |
| 4071 Health & Safety - Compliance      | 0                 | 0                      | 269               | 269                |                          | 269                | 0.0%        |                         |
| 4084 Signage - Rec                     | 0                 | 0                      | 500               | 500                |                          | 500                | 0.0%        |                         |
| 4101 Hedge & Tree Maintenance          | 0                 | 0                      | 538               | 538                |                          | 538                | 0.0%        |                         |
| 4102 Grass Cutting                     | 0                 | 0                      | 4,066             | 4,066              |                          | 4,066              | 0.0%        |                         |
| 4107 Leased Plant                      | 0                 | 0                      | 3,440             | 3,440              |                          | 3,440              | 0.0%        |                         |
| 4119 Maintenance - General             | (7)               | (7)                    | 619               | 626                |                          | 626                | (1.1%)      |                         |
| 4121 Maintenance - Contractors         | 0                 | 0                      | 1,720             | 1,720              |                          | 1,720              | 0.0%        |                         |
| 4122 Maintenance - Malicious Damage    | 0                 | 0                      | 269               | 269                |                          | 269                | 0.0%        |                         |
| 4123 Equipment Servicing & Repairs     | 0                 | 0                      | 323               | 323                |                          | 323                | 0.0%        |                         |
| 4124 Equipment Fuel & Oil              | 0                 | 0                      | 430               | 430                |                          | 430                | 0.0%        |                         |

## Detailed Income &amp; Expenditure by Budget Heading 01/04/2023

Month No: 1

## Cost Centre Report

|                                           | Actual<br>Current | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent     | Transfer<br>to/from EMR |
|-------------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|-------------|-------------------------|
| 4125 Equipment purchase                   | 0                 | 0                      | 323               | 323                |                          | 323                | 0.0%        |                         |
| 4141 Dog Bin Servicing                    | 774               | 774                    | 832               | 58                 |                          | 58                 | 93.1%       |                         |
| 4145 Waste Removal                        | (211)             | (211)                  | 1,606             | 1,817              |                          | 1,817              | (13.1%)     |                         |
| 4164 Tennis Court resurfacing             | 0                 | 0                      | 645               | 645                |                          | 645                | 0.0%        |                         |
| 4166 Uniforms                             | 0                 | 0                      | 163               | 163                |                          | 163                | 0.0%        |                         |
| 4171 Play Area Inspections                | 0                 | 0                      | 215               | 215                |                          | 215                | 0.0%        |                         |
| 4181 Garden Waste Bins Annual Charg       | 285               | 285                    | 228               | (57)               |                          | (57)               | 125.0%      |                         |
| Recreation Ground :- Indirect Expenditure | <b>3,076</b>      | <b>3,076</b>           | <b>58,703</b>     | <b>55,627</b>      | <b>0</b>                 | <b>55,627</b>      | <b>5.2%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>        | <b>(2,926)</b>    | <b>(2,926)</b>         | <b>(55,825)</b>   | <b>(52,899)</b>    |                          |                    |             |                         |
| <b>202 Gym</b>                            |                   |                        |                   |                    |                          |                    |             |                         |
| 1058 Digital Advertising                  | 0                 | 0                      | 450               | 450                |                          |                    | 0.0%        |                         |
| 1059 memberships DD                       | 9,541             | 9,541                  | 118,250           | 108,709            |                          |                    | 8.1%        |                         |
| 1060 Gym - Classes                        | 300               | 300                    | 3,000             | 2,700              |                          |                    | 10.0%       |                         |
| 1062 Gym - Food & Drink - Confectio       | 40                | 40                     | 300               | 260                |                          |                    | 13.2%       |                         |
| 1063 Gym - Membership SO's                | 18                | 18                     | 350               | 333                |                          |                    | 5.0%        |                         |
| 1064 Gym - Membership Cash                | 1,491             | 1,491                  | 20,000            | 18,509             |                          |                    | 7.5%        |                         |
| 1065 Gym - Personal Training              | 165               | 165                    | 2,500             | 2,335              |                          |                    | 6.6%        |                         |
| 1066 Gym - Room Hire                      | 0                 | 0                      | 404               | 404                |                          |                    | 0.0%        |                         |
| 1067 Gym - Squash Courts                  | 868               | 868                    | 5,000             | 4,132              |                          |                    | 17.4%       |                         |
| 1068 Gym - Tennis                         | 42                | 42                     | 2,000             | 1,958              |                          |                    | 2.1%        |                         |
| 1070 Protein Food and drink               | 310               | 310                    | 1,500             | 1,190              |                          |                    | 20.7%       |                         |
| 1073 Re-sales                             | 14                | 14                     | 310               | 296                |                          |                    | 4.4%        |                         |
| 1074 Gym -advertising                     | 63                | 63                     | 0                 | (63)               |                          |                    | 0.0%        |                         |
| 1075 Table Tennis                         | 48                | 48                     | 159               | 112                |                          |                    | 29.9%       |                         |
| Gym :- Income                             | <b>12,898</b>     | <b>12,898</b>          | <b>154,223</b>    | <b>141,325</b>     |                          |                    | <b>8.4%</b> | <b>0</b>                |
| 4000 Salaries                             | 7,705             | 7,705                  | 87,601            | 79,896             |                          | 79,896             | 8.8%        |                         |
| 4001 Paye/NI                              | 0                 | 0                      | 17,650            | 17,650             |                          | 17,650             | 0.0%        |                         |
| 4006 Pension Contributions                | 0                 | 0                      | 27,512            | 27,512             |                          | 27,512             | 0.0%        |                         |
| 4010 Staff Training/ Conferences          | 0                 | 0                      | 650               | 650                |                          | 650                | 0.0%        |                         |
| 4015 Staff Travel & Subsistence           | 0                 | 0                      | 250               | 250                |                          | 250                | 0.0%        |                         |
| 4020 Audit Fees - Internal                | 0                 | 0                      | 387               | 387                |                          | 387                | 0.0%        |                         |
| 4022 Accounting Services                  | 0                 | 0                      | 1,183             | 1,183              |                          | 1,183              | 0.0%        |                         |
| 4034 Licences                             | 0                 | 0                      | 3,870             | 3,870              |                          | 3,870              | 0.0%        |                         |
| 4035 IT Equipment                         | 0                 | 0                      | 108               | 108                |                          | 108                | 0.0%        |                         |
| 4036 IT Software                          | 0                 | 0                      | 355               | 355                |                          | 355                | 0.0%        |                         |
| 4037 IT Support and Consumables           | 150               | 150                    | 1,739             | 1,589              |                          | 1,589              | 8.6%        |                         |
| 4039 Sundries                             | 0                 | 0                      | 1,161             | 1,161              |                          | 1,161              | 0.0%        |                         |
| 4040 Telephones/Broadband                 | 50                | 50                     | 538               | 488                |                          | 488                | 9.4%        |                         |

## Detailed Income &amp; Expenditure by Budget Heading 01/04/2023

Month No: 1

## Cost Centre Report

|                                     | Actual<br>Current | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|-------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------------|-------------------------|
| 4041 Mobile Phones                  | 0                 | 0                      | 88                | 88                 |                          | 88                 | 0.0%          |                         |
| 4045 Insurance                      | 192               | 192                    | 1,071             | 879                |                          | 879                | 17.9%         |                         |
| 4054 Water Charges - building       | 0                 | 0                      | 1,477             | 1,477              |                          | 1,477              | 0.0%          |                         |
| 4055 Electricity                    | 0                 | 0                      | 3,400             | 3,400              |                          | 3,400              | 0.0%          |                         |
| 4056 Gas                            | (232)             | (232)                  | 275               | 507                |                          | 507                | (84.5%)       |                         |
| 4057 Advertising                    | 0                 | 0                      | 1,075             | 1,075              |                          | 1,075              | 0.0%          |                         |
| 4058 Digital Advertising            | 0                 | 0                      | 450               | 450                |                          | 450                | 0.0%          |                         |
| 4071 Health & Safety - Compliance   | 0                 | 0                      | 1,075             | 1,075              |                          | 1,075              | 0.0%          |                         |
| 4099 Miscellaneous Expenses         | 0                 | 0                      | 105               | 105                |                          | 105                | 0.0%          |                         |
| 4116 DBS Checks                     | 0                 | 0                      | 215               | 215                |                          | 215                | 0.0%          |                         |
| 4119 Maintenance - General          | (2)               | (2)                    | 538               | 540                |                          | 540                | (0.3%)        |                         |
| 4121 Maintenance - Contractors      | 0                 | 0                      | 376               | 376                |                          | 376                | 0.0%          |                         |
| 4123 Equipment Servicing & Repairs  | 0                 | 0                      | 1,075             | 1,075              |                          | 1,075              | 0.0%          |                         |
| 4126 Gym Equipment Purchases        | 0                 | 0                      | 4,600             | 4,600              |                          | 4,600              | 0.0%          |                         |
| 4128 Gym Contract Maintenance       | 139               | 139                    | 1,198             | 1,059              |                          | 1,059              | 11.6%         |                         |
| 4129 Gym sundries                   | 0                 | 0                      | 1,290             | 1,290              |                          | 1,290              | 0.0%          |                         |
| 4157 Gym equipment for re-sale      | 0                 | 0                      | 215               | 215                |                          | 215                | 0.0%          |                         |
| 4159 Gym membership refunds         | 0                 | 0                      | 50                | 50                 |                          | 50                 | 0.0%          |                         |
| 4160 Gym Class Fees                 | 0                 | 0                      | 3,689             | 3,689              |                          | 3,689              | 0.0%          |                         |
| 4162 Food & Drink For Resale        | 0                 | 0                      | 705               | 705                |                          | 705                | 0.0%          |                         |
| 4163 Protein products               | 0                 | 0                      | 531               | 531                |                          | 531                | 0.0%          |                         |
| 4166 Uniforms                       | 0                 | 0                      | 355               | 355                |                          | 355                | 0.0%          |                         |
| 4167 Gym DD Arrangement Fees        | 599               | 599                    | 5,160             | 4,561              |                          | 4,561              | 11.6%         |                         |
| 4168 Air Conditioning               | 0                 | 0                      | 447               | 447                |                          | 447                | 0.0%          |                         |
| Gym :- Indirect Expenditure         | <b>8,601</b>      | <b>8,601</b>           | <b>172,464</b>    | <b>163,863</b>     | <b>0</b>                 | <b>163,863</b>     | <b>5.0%</b>   | <b>0</b>                |
| <b>Net Income over Expenditure</b>  | <b>4,297</b>      | <b>4,297</b>           | <b>(18,241)</b>   | <b>(22,538)</b>    |                          |                    |               |                         |
| <b>203 Leisure Centre building</b>  |                   |                        |                   |                    |                          |                    |               |                         |
| 1066 Gym - Room Hire                | (277)             | (277)                  | 3,000             | 3,277              |                          |                    | (9.2%)        |                         |
| Leisure Centre building :- Income   | <b>(277)</b>      | <b>(277)</b>           | <b>3,000</b>      | <b>3,277</b>       |                          |                    | <b>(9.2%)</b> | <b>0</b>                |
| 4000 Salaries                       | 541               | 541                    | 21,807            | 21,266             |                          | 21,266             | 2.5%          |                         |
| 4001 Paye/NI                        | 0                 | 0                      | 4,177             | 4,177              |                          | 4,177              | 0.0%          |                         |
| 4006 Pension Contributions          | 0                 | 0                      | 7,715             | 7,715              |                          | 7,715              | 0.0%          |                         |
| 4039 Sundries                       | 23                | 23                     | 703               | 680                |                          | 680                | 3.3%          |                         |
| 4042 Fire and Security Alarms       | 0                 | 0                      | 129               | 129                |                          | 129                | 0.0%          |                         |
| 4045 Insurance                      | 575               | 575                    | 3,211             | 2,636              |                          | 2,636              | 17.9%         |                         |
| 4047 Cleaning Material/Consum- 4039 | 0                 | 0                      | 3,000             | 3,000              |                          | 3,000              | 0.0%          |                         |
| 4051 Business Rates                 | 981               | 981                    | 12,709            | 11,728             |                          | 11,728             | 7.7%          |                         |
| 4055 Electricity                    | 0                 | 0                      | 14,000            | 14,000             |                          | 14,000             | 0.0%          |                         |

## Detailed Income &amp; Expenditure by Budget Heading 01/04/2023

Month No: 1

## Cost Centre Report

|                                                 | Actual<br>Current | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|-------------------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|--------------|-------------------------|
| 4056 Gas                                        | 232               | 232                    | 6,128             | 5,896              |                          | 5,896              | 3.8%         |                         |
| 4071 Health & Safety - Compliance               | 0                 | 0                      | 1,681             | 1,681              |                          | 1,681              | 0.0%         |                         |
| 4072 Security                                   | 0                 | 0                      | 877               | 877                |                          | 877                | 0.0%         |                         |
| 4099 Miscellaneous Expenses                     | 0                 | 0                      | 376               | 376                |                          | 376                | 0.0%         |                         |
| 4117 Building improvements                      | 0                 | 0                      | 2,688             | 2,688              |                          | 2,688              | 0.0%         |                         |
| 4119 Maintenance - General                      | (58)              | (58)                   | 3,225             | 3,283              |                          | 3,283              | (1.8%)       |                         |
| 4121 Maintenance - Contractors                  | (915)             | (915)                  | 4,300             | 5,215              |                          | 5,215              | (21.3%)      |                         |
| Leisure Centre building :- Indirect Expenditure | <b>1,379</b>      | <b>1,379</b>           | <b>86,726</b>     | <b>85,347</b>      | <b>0</b>                 | <b>85,347</b>      | <b>1.6%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>              | <b>(1,656)</b>    | <b>(1,656)</b>         | <b>(83,726)</b>   | <b>(82,070)</b>    |                          |                    |              |                         |
| Grand Totals:- Income                           | <b>255,390</b>    | <b>255,390</b>         | <b>617,992</b>    | <b>362,602</b>     |                          |                    | <b>41.3%</b> |                         |
| Expenditure                                     | <b>35,231</b>     | <b>35,231</b>          | <b>626,716</b>    | <b>591,485</b>     | <b>0</b>                 | <b>591,485</b>     | <b>5.6%</b>  |                         |
| <b>Net Income over Expenditure</b>              | <b>220,159</b>    | <b>220,159</b>         | <b>(8,724)</b>    | <b>(228,883)</b>   |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>           | <b>220,159</b>    | <b>220,159</b>         |                   |                    |                          |                    |              |                         |

14/06/2023

## Redenhall With Harleston Town Council

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## Detailed Income &amp; Expenditure by Budget Heading 01/05/2023

Month No: 2

## Cost Centre Report

|                                     | Actual<br>Current | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|-------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>101 Administration</b>           |                   |                        |                   |                    |                          |                    |              |                         |
| 1013 Gazebo Hire                    | 0                 | 0                      | 150               | 150                |                          |                    | 0.0%         |                         |
| 1050 Sale Of Dog Bags               | 27                | 27                     | 0                 | (27)               |                          |                    | 0.0%         |                         |
| 1099 Miscellaneous Income           | 30                | 45                     | 50                | 5                  |                          |                    | 90.0%        |                         |
| 1100 Grants                         | 500               | 800                    | 0                 | (800)              |                          |                    | 0.0%         |                         |
| 1101 Christmas lights/donation      | 0                 | 80                     | 0                 | (80)               |                          |                    | 0.0%         |                         |
| 1109 CiL Receipts                   | 0                 | 35,411                 | 0                 | (35,411)           |                          |                    | 0.0%         |                         |
| 1176 Precept                        | 0                 | 200,847                | 401,694           | 200,847            |                          |                    | 50.0%        |                         |
| 1190 Bank Interest/Rewards Received | 9                 | 15                     | 73                | 58                 |                          |                    | 20.5%        |                         |
| <b>Administration :- Income</b>     | <b>566</b>        | <b>237,225</b>         | <b>401,967</b>    | <b>164,742</b>     |                          |                    | <b>59.0%</b> | <b>0</b>                |
| 4000 Salaries                       | 8,377             | 16,679                 | 108,255           | 91,576             |                          | 91,576             | 15.4%        |                         |
| 4001 Paye/Ni                        | 2,592             | 2,592                  | 34,320            | 31,728             |                          | 31,728             | 7.6%         |                         |
| 4006 Pension Contributions          | 3,174             | 3,174                  | 34,582            | 31,408             |                          | 31,408             | 9.2%         |                         |
| 4007 Bank Charges                   | 38                | 38                     | 239               | 201                |                          | 201                | 15.8%        |                         |
| 4010 Staff Training/ Conferences    | 0                 | 0                      | 1,000             | 1,000              |                          | 1,000              | 0.0%         |                         |
| 4011 Members' Training              | 0                 | 0                      | 500               | 500                |                          | 500                | 0.0%         |                         |
| 4012 Conference Costs               | 0                 | 35                     | 200               | 165                |                          | 165                | 17.5%        |                         |
| 4015 Staff Travel & Subsistence     | 0                 | 0                      | 54                | 54                 |                          | 54                 | 0.0%         |                         |
| 4016 Members travel                 | 0                 | 0                      | 108               | 108                |                          | 108                | 0.0%         |                         |
| 4017 Chairman's Allowance           | 0                 | 100                    | 100               | 0                  |                          | 0                  | 100.0%       |                         |
| 4018 Vehicle Fuel Costs             | 323               | 323                    | 414               | 92                 |                          | 92                 | 77.9%        |                         |
| 4020 Audit Fees - Internal          | 0                 | 0                      | 718               | 718                |                          | 718                | 0.0%         |                         |
| 4021 Audit Fees - External          | 0                 | 0                      | 1,398             | 1,398              |                          | 1,398              | 0.0%         |                         |
| 4022 Accounting Services            | 460               | 460                    | 1,183             | 723                |                          | 723                | 38.9%        |                         |
| 4023 HR-Compliance                  | 101               | 101                    | 538               | 437                |                          | 437                | 18.8%        |                         |
| 4025 Legal Fees                     | 0                 | 0                      | 1,500             | 1,500              |                          | 1,500              | 0.0%         |                         |
| 4026 Professional Fees              | 0                 | 0                      | 968               | 968                |                          | 968                | 0.0%         |                         |
| 4031 Photocopying                   | 11                | 11                     | 2,430             | 2,419              |                          | 2,419              | 0.4%         |                         |
| 4033 Subscriptions                  | 1,047             | 1,047                  | 1,272             | 225                |                          | 225                | 82.3%        |                         |
| 4034 Licences                       | 70                | 70                     | 323               | 253                |                          | 253                | 21.7%        |                         |
| 4036 IT Software                    | 0                 | 0                      | 600               | 600                |                          | 600                | 0.0%         |                         |
| 4037 IT Support and Consumables     | 631               | 513                    | 688               | 175                |                          | 175                | 74.6%        |                         |
| 4039 Sundries                       | 66                | 84                     | 262               | 178                |                          | 178                | 32.2%        |                         |
| 4040 Telephones/Broadband           | 67                | 135                    | 716               | 581                |                          | 581                | 18.8%        |                         |
| 4044 Hospitality                    | 0                 | (35)                   | 250               | 285                |                          | 285                | (14.0%)      |                         |
| 4045 Insurance                      | 0                 | 712                    | 3,750             | 3,038              |                          | 3,038              | 19.0%        |                         |
| 4055 Electricity                    | 158               | 158                    | 2,000             | 1,842              |                          | 1,842              | 7.9%         |                         |
| 4057 Advertising                    | 225               | 225                    | 500               | 275                |                          | 275                | 45.0%        |                         |
| 4071 Health & Safety - Compliance   | 0                 | 0                      | 161               | 161                |                          | 161                | 0.0%         |                         |
| 4099 Miscellaneous Expenses         | 285               | 285                    | 538               | 253                |                          | 253                | 53.0%        |                         |

## Detailed Income &amp; Expenditure by Budget Heading 01/05/2023

Month No: 2

## Cost Centre Report

|                                                     | Actual<br>Current | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|-----------------------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|--------------|-------------------------|
| 4105 Tree Assessment survey                         | 415               | 415                    | 538               | 123                |                          | 123                | 77.1%        |                         |
| 4119 Maintenance - General                          | 0                 | 0                      | 102               | 102                |                          | 102                | 0.0%         |                         |
| 4139 Dog Bags - purchase                            | 64                | 64                     | 0                 | (64)               |                          | (64)               | 0.0%         |                         |
| 4168 Air Conditioning                               | 0                 | 0                      | 317               | 317                |                          | 317                | 0.0%         |                         |
| 4503 Christmas Events                               | 0                 | 0                      | 2,000             | 2,000              |                          | 2,000              | 0.0%         |                         |
| Administration :- Indirect Expenditure              | <b>18,103</b>     | <b>27,185</b>          | <b>202,524</b>    | <b>175,339</b>     | <b>0</b>                 | <b>175,339</b>     | <b>13.4%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>                  | <b>(17,537)</b>   | <b>210,039</b>         | <b>199,443</b>    | <b>(10,596)</b>    |                          |                    |              |                         |
| <u>102 Harleston Kindness Help Hub</u>              |                   |                        |                   |                    |                          |                    |              |                         |
| 4497 Harleston Kindness Help Hub                    | 0                 | 0                      | 880               | 880                |                          | 880                | 0.0%         |                         |
| Harleston Kindness Help Hub :- Indirect Expenditure | <b>0</b>          | <b>0</b>               | <b>880</b>        | <b>880</b>         | <b>0</b>                 | <b>880</b>         | <b>0.0%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                              | <b>0</b>          | <b>0</b>               | <b>(880)</b>      | <b>(880)</b>       |                          |                    |              |                         |
| <u>103 Team Harleston</u>                           |                   |                        |                   |                    |                          |                    |              |                         |
| 1085 Coronation Event                               | 50                | 50                     | 0                 | (50)               |                          |                    | 0.0%         |                         |
| 1099 Miscellaneous Income                           | 0                 | 0                      | 8,000             | 8,000              |                          |                    | 0.0%         |                         |
| Team Harleston :- Income                            | <b>50</b>         | <b>50</b>              | <b>8,000</b>      | <b>7,950</b>       |                          |                    | <b>0.6%</b>  | <b>0</b>                |
| 4014 Town Events                                    | 30                | 30                     | 1,000             | 970                |                          | 970                | 3.0%         | 30                      |
| 4081 Jubilee                                        | 0                 | 0                      | 2,000             | 2,000              |                          | 2,000              | 0.0%         |                         |
| 4082 Remembrance                                    | 0                 | 0                      | 108               | 108                |                          | 108                | 0.0%         |                         |
| 4085 Coronation Event                               | 562               | 562                    | 0                 | (562)              |                          | (562)              | 0.0%         |                         |
| 4503 Christmas Events                               | 0                 | 0                      | 1,000             | 1,000              |                          | 1,000              | 0.0%         |                         |
| Team Harleston :- Indirect Expenditure              | <b>592</b>        | <b>592</b>             | <b>4,108</b>      | <b>3,516</b>       | <b>0</b>                 | <b>3,516</b>       | <b>14.4%</b> | <b>30</b>               |
| <b>Net Income over Expenditure</b>                  | <b>(542)</b>      | <b>(542)</b>           | <b>3,892</b>      | <b>4,434</b>       |                          |                    |              |                         |
| 6000 plus Transfer from EMR                         | 30                | 30                     |                   |                    |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>               | <b>(512)</b>      | <b>(512)</b>           |                   |                    |                          |                    |              |                         |
| <u>105 Grants &amp; Donations</u>                   |                   |                        |                   |                    |                          |                    |              |                         |
| 1103 Donation                                       | 238               | 238                    | 0                 | (238)              |                          |                    | 0.0%         |                         |
| Grants & Donations :- Income                        | <b>238</b>        | <b>238</b>             | <b>0</b>          | <b>(238)</b>       |                          |                    |              | <b>0</b>                |
| 4090 Grants                                         | 0                 | 0                      | 10,000            | 10,000             |                          | 10,000             | 0.0%         |                         |
| Grants & Donations :- Indirect Expenditure          | <b>0</b>          | <b>0</b>               | <b>10,000</b>     | <b>10,000</b>      | <b>0</b>                 | <b>10,000</b>      |              | <b>0</b>                |
| <b>Net Income over Expenditure</b>                  | <b>238</b>        | <b>238</b>             | <b>(10,000)</b>   | <b>(10,238)</b>    |                          |                    |              |                         |

## Detailed Income &amp; Expenditure by Budget Heading 01/05/2023

Month No: 2

## Cost Centre Report

|                                         | Actual<br>Current | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|-----------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>110 Loan Repayments</b>              |                   |                        |                   |                    |                          |                    |              |                         |
| 4095 Loan Repayments                    | 0                 | 0                      | 8,803             | 8,803              |                          | 8,803              | 0.0%         |                         |
| Loan Repayments :- Indirect Expenditure | <u>0</u>          | <u>0</u>               | <u>8,803</u>      | <u>8,803</u>       | <u>0</u>                 | <u>8,803</u>       |              | <u>0</u>                |
| <b>Net Expenditure</b>                  | <u>0</u>          | <u>0</u>               | <u>(8,803)</u>    | <u>(8,803)</u>     |                          |                    |              |                         |
| <b>121 Environmental</b>                |                   |                        |                   |                    |                          |                    |              |                         |
| 4083 Planters                           | 1,308             | 1,308                  | 1,500             | 192                |                          | 192                | 87.2%        | 1,308                   |
| 4099 Miscellaneous Expenses             | 0                 | 0                      | 108               | 108                |                          | 108                | 0.0%         |                         |
| 4110 Bus Shelter Maintenance            | 0                 | 0                      | 250               | 250                |                          | 250                | 0.0%         |                         |
| 4119 Maintenance - General              | 0                 | 0                      | 54                | 54                 |                          | 54                 | 0.0%         |                         |
| 4140 Dog Bin Purchases                  | 0                 | 0                      | 124               | 124                |                          | 124                | 0.0%         |                         |
| 4141 Dog Bin Servicing                  | 0                 | 2,544                  | 2,650             | 106                |                          | 106                | 96.0%        |                         |
| 4143 Salt bin purchase                  | 0                 | 0                      | 119               | 119                |                          | 119                | 0.0%         |                         |
| Environmental :- Indirect Expenditure   | <u>1,308</u>      | <u>3,852</u>           | <u>4,805</u>      | <u>953</u>         | <u>0</u>                 | <u>953</u>         | <u>80.2%</u> | <u>1,308</u>            |
| <b>Net Expenditure</b>                  | <u>(1,308)</u>    | <u>(3,852)</u>         | <u>(4,805)</u>    | <u>(953)</u>       |                          |                    |              |                         |
| 6000 plus Transfer from EMR             | 1,308             | 1,308                  |                   |                    |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>   | <u>0</u>          | <u>(2,544)</u>         |                   |                    |                          |                    |              |                         |
| <b>122 Street Lighting</b>              |                   |                        |                   |                    |                          |                    |              |                         |
| 4151 Street Lights Electricity          | 390               | 390                    | 6,000             | 5,610              |                          | 5,610              | 6.5%         |                         |
| 4152 Street Lights Maintenance          | 170               | 85                     | 1,097             | 1,012              |                          | 1,012              | 7.7%         |                         |
| Street Lighting :- Indirect Expenditure | <u>560</u>        | <u>475</u>             | <u>7,097</u>      | <u>6,622</u>       | <u>0</u>                 | <u>6,622</u>       | <u>6.7%</u>  | <u>0</u>                |
| <b>Net Expenditure</b>                  | <u>(560)</u>      | <u>(475)</u>           | <u>(7,097)</u>    | <u>(6,622)</u>     |                          |                    |              |                         |
| <b>123 Car Parks</b>                    |                   |                        |                   |                    |                          |                    |              |                         |
| 1030 Car Park Donations - Business      | 0                 | 0                      | 1,000             | 1,000              |                          |                    | 0.0%         |                         |
| 1031 Car Park Donations - PC's          | 0                 | 0                      | 1,075             | 1,075              |                          |                    | 0.0%         |                         |
| 1032 Car Park Donations - Co op         | 2,500             | 7,500                  | 30,000            | 22,500             |                          |                    | 25.0%        |                         |
| 1499 Project - parish partnership       | 0                 | 0                      | 2,500             | 2,500              |                          |                    | 0.0%         |                         |
| Car Parks :- Income                     | <u>2,500</u>      | <u>7,500</u>           | <u>34,575</u>     | <u>27,075</u>      |                          |                    | <u>21.7%</u> | <u>0</u>                |
| 4051 Business Rates                     | 1,197             | 2,394                  | 13,674            | 11,280             |                          | 11,280             | 17.5%        |                         |
| 4101 Hedge & Tree Maintenance           | 0                 | 0                      | 269               | 269                |                          | 269                | 0.0%         |                         |
| 4113 Car Park Maintenance               | 0                 | 0                      | 2,000             | 2,000              |                          | 2,000              | 0.0%         |                         |
| 4121 Maintenance - Contractors          | 1,475             | 1,475                  | 538               | (937)              |                          | (937)              | 274.2%       |                         |
| 4136 Car Park Lease                     | 0                 | 9,250                  | 38,000            | 28,750             |                          | 28,750             | 24.3%        |                         |
| Car Parks :- Indirect Expenditure       | <u>2,672</u>      | <u>13,119</u>          | <u>54,481</u>     | <u>41,362</u>      | <u>0</u>                 | <u>41,362</u>      | <u>24.1%</u> | <u>0</u>                |
| <b>Net Income over Expenditure</b>      | <u>(172)</u>      | <u>(5,619)</u>         | <u>(19,906)</u>   | <u>(14,287)</u>    |                          |                    |              |                         |

## Detailed Income &amp; Expenditure by Budget Heading 01/05/2023

Month No: 2

## Cost Centre Report

|                                    | Actual<br>Current | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>124 Cemetery</b>                |                   |                        |                   |                    |                          |                    |              |                         |
| 1020 Cemetery - Burials            | 200               | 500                    | 2,580             | 2,080              |                          |                    | 19.4%        |                         |
| 1021 Cemetery - Interment Of Ashes | 0                 | 0                      | 538               | 538                |                          |                    | 0.0%         |                         |
| 1022 Cemetery - EROB               | 300               | 600                    | 1,290             | 690                |                          |                    | 46.5%        |                         |
| 1023 Cemetery - Memorials          | 0                 | 260                    | 774               | 514                |                          |                    | 33.6%        |                         |
| 1024 Cemetery - Maintenance share  | 0                 | 0                      | 188               | 188                |                          |                    | 0.0%         |                         |
| 1026 Reservations Interment Ashes  | 0                 | 0                      | 161               | 161                |                          |                    | 0.0%         |                         |
| Cemetery :- Income                 | <b>500</b>        | <b>1,360</b>           | <b>5,531</b>      | <b>4,171</b>       |                          |                    | <b>24.6%</b> | <b>0</b>                |
| 4101 Hedge & Tree Maintenance      | 0                 | 0                      | 538               | 538                |                          | 538                | 0.0%         |                         |
| 4119 Maintenance - General         | 0                 | 0                      | 500               | 500                |                          | 500                | 0.0%         |                         |
| 4130 Cemetery Income Share         | 0                 | 0                      | 914               | 914                |                          | 914                | 0.0%         |                         |
| 4132 Cemetery - Grave Digger       | 0                 | 0                      | 2,365             | 2,365              |                          | 2,365              | 0.0%         |                         |
| Cemetery :- Indirect Expenditure   | <b>0</b>          | <b>0</b>               | <b>4,317</b>      | <b>4,317</b>       | <b>0</b>                 | <b>4,317</b>       | <b>0.0%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b> | <b>500</b>        | <b>1,360</b>           | <b>1,214</b>      | <b>(146)</b>       |                          |                    |              |                         |
| <b>125 Markets</b>                 |                   |                        |                   |                    |                          |                    |              |                         |
| 1040 Market Rents                  | 0                 | 0                      | 6,000             | 6,000              |                          |                    | 0.0%         |                         |
| Markets :- Income                  | <b>0</b>          | <b>0</b>               | <b>6,000</b>      | <b>6,000</b>       |                          |                    | <b>0.0%</b>  | <b>0</b>                |
| 4053 Market Rates                  | 26                | 54                     | 290               | 236                |                          | 236                | 18.6%        |                         |
| 4055 Electricity                   | 0                 | 0                      | 269               | 269                |                          | 269                | 0.0%         |                         |
| 4145 Waste Removal                 | 187               | 84                     | 813               | 729                |                          | 729                | 10.3%        |                         |
| Markets :- Indirect Expenditure    | <b>213</b>        | <b>138</b>             | <b>1,372</b>      | <b>1,234</b>       | <b>0</b>                 | <b>1,234</b>       | <b>10.0%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b> | <b>(213)</b>      | <b>(138)</b>           | <b>4,628</b>      | <b>4,766</b>       |                          |                    |              |                         |
| <b>126 Allotments</b>              |                   |                        |                   |                    |                          |                    |              |                         |
| 1000 Allotment Rent                | 0                 | 0                      | 1,818             | 1,818              |                          |                    | 0.0%         |                         |
| Allotments :- Income               | <b>0</b>          | <b>0</b>               | <b>1,818</b>      | <b>1,818</b>       |                          |                    | <b>0.0%</b>  | <b>0</b>                |
| 4033 Subscriptions                 | 0                 | 0                      | 308               | 308                |                          | 308                | 0.0%         |                         |
| 4050 Rents                         | 0                 | 0                      | 731               | 731                |                          | 731                | 0.0%         |                         |
| 4052 Water Charges                 | 0                 | 0                      | 1,024             | 1,024              |                          | 1,024              | 0.0%         |                         |
| 4101 Hedge & Tree Maintenance      | 0                 | 0                      | 215               | 215                |                          | 215                | 0.0%         |                         |
| 4119 Maintenance - General         | 0                 | 0                      | 269               | 269                |                          | 269                | 0.0%         |                         |
| Allotments :- Indirect Expenditure | <b>0</b>          | <b>0</b>               | <b>2,547</b>      | <b>2,547</b>       | <b>0</b>                 | <b>2,547</b>       | <b>0.0%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b> | <b>0</b>          | <b>0</b>               | <b>(729)</b>      | <b>(729)</b>       |                          |                    |              |                         |

## Detailed Income &amp; Expenditure by Budget Heading 01/05/2023

Month No: 2

## Cost Centre Report

|                                        | Actual<br>Current | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|----------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>129 War Memorial</b>                |                   |                        |                   |                    |                          |                    |              |                         |
| 4111 War Memorial Maintenance          | 0                 | 0                      | 500               | 500                |                          | 500                | 0.0%         |                         |
| War Memorial :- Indirect Expenditure   | <u>0</u>          | <u>0</u>               | <u>500</u>        | <u>500</u>         | <u>0</u>                 | <u>500</u>         | <u>0.0%</u>  | <u>0</u>                |
| <b>Net Expenditure</b>                 | <u>0</u>          | <u>0</u>               | <u>(500)</u>      | <u>(500)</u>       |                          |                    |              |                         |
| <b>130 Clock Tower</b>                 |                   |                        |                   |                    |                          |                    |              |                         |
| 4112 Clock Tower Maintenance           | 0                 | 0                      | 296               | 296                |                          | 296                | 0.0%         |                         |
| Clock Tower :- Indirect Expenditure    | <u>0</u>          | <u>0</u>               | <u>296</u>        | <u>296</u>         | <u>0</u>                 | <u>296</u>         | <u>0.0%</u>  | <u>0</u>                |
| <b>Net Expenditure</b>                 | <u>0</u>          | <u>0</u>               | <u>(296)</u>      | <u>(296)</u>       |                          |                    |              |                         |
| <b>131 Public Toilets</b>              |                   |                        |                   |                    |                          |                    |              |                         |
| 4000 Salaries                          | 283               | 585                    | 2,914             | 2,329              |                          | 2,329              | 20.1%        |                         |
| 4001 Paye/NI                           | 78                | 78                     | 855               | 777                |                          | 777                | 9.1%         |                         |
| 4006 Pension Contributions             | 109               | 109                    | 1,090             | 981                |                          | 981                | 10.0%        |                         |
| 4039 Sundries                          | 67                | 59                     | 0                 | (59)               |                          | (59)               | 0.0%         |                         |
| 4047 Cleaning Material/Consum- 4039    | 0                 | 0                      | 212               | 212                |                          | 212                | 0.0%         |                         |
| 4052 Water Charges                     | 62                | 62                     | 1,419             | 1,357              |                          | 1,357              | 4.4%         |                         |
| 4055 Electricity                       | 0                 | 0                      | 564               | 564                |                          | 564                | 0.0%         |                         |
| 4119 Maintenance - General             | 13                | 0                      | 39                | 39                 |                          | 39                 | 0.0%         |                         |
| Public Toilets :- Indirect Expenditure | <u>611</u>        | <u>894</u>             | <u>7,093</u>      | <u>6,199</u>       | <u>0</u>                 | <u>6,199</u>       | <u>12.6%</u> | <u>0</u>                |
| <b>Net Expenditure</b>                 | <u>(611)</u>      | <u>(894)</u>           | <u>(7,093)</u>    | <u>(6,199)</u>     |                          |                    |              |                         |
| <b>201 Recreation Ground</b>           |                   |                        |                   |                    |                          |                    |              |                         |
| 1001 Ground Rent - Football            | 240               | 390                    | 1,800             | 1,410              |                          |                    | 21.7%        |                         |
| 1003 Ground Rent - Bowls               | 90                | 90                     | 540               | 450                |                          |                    | 16.7%        |                         |
| 1009 Recreation Ground Hire            | 0                 | 0                      | 538               | 538                |                          |                    | 0.0%         |                         |
| Recreation Ground :- Income            | <u>330</u>        | <u>480</u>             | <u>2,878</u>      | <u>2,398</u>       |                          |                    | <u>16.7%</u> | <u>0</u>                |
| 4000 Salaries                          | 1,637             | 3,313                  | 21,417            | 18,104             |                          | 18,104             | 15.5%        |                         |
| 4001 Paye/NI                           | 435               | 435                    | 6,711             | 6,276              |                          | 6,276              | 6.5%         |                         |
| 4006 Pension Contributions             | 603               | 603                    | 8,218             | 7,615              |                          | 7,615              | 7.3%         |                         |
| 4010 Staff Training/ Conferences       | 0                 | 0                      | 250               | 250                |                          | 250                | 0.0%         |                         |
| 4018 Vehicle Fuel Costs                | 122               | 220                    | 1,352             | 1,132              |                          | 1,132              | 16.3%        |                         |
| 4034 Licences                          | 0                 | 0                      | 161               | 161                |                          | 161                | 0.0%         |                         |
| 4039 Sundries                          | 22                | 6                      | 0                 | (6)                |                          | (6)                | 0.0%         |                         |
| 4040 Telephones/Broadband              | 10                | 10                     | 129               | 119                |                          | 119                | 7.8%         |                         |
| 4041 Mobile Phones                     | 7                 | 7                      | 65                | 58                 |                          | 58                 | 11.0%        |                         |
| 4045 Insurance                         | 0                 | 575                    | 3,211             | 2,636              |                          | 2,636              | 17.9%        |                         |

## Detailed Income &amp; Expenditure by Budget Heading 01/05/2023

Month No: 2

## Cost Centre Report

|                                                  | Actual<br>Current | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|--------------------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|--------------|-------------------------|
| 4052 Water Charges                               | 0                 | 0                      | 403               | 403                |                          | 403                | 0.0%         |                         |
| 4055 Electricity                                 | 47                | 47                     | 600               | 553                |                          | 553                | 7.9%         |                         |
| 4071 Health & Safety - Compliance                | 0                 | 0                      | 269               | 269                |                          | 269                | 0.0%         |                         |
| 4084 Signage - Rec                               | 0                 | 0                      | 500               | 500                |                          | 500                | 0.0%         |                         |
| 4099 Miscellaneous Expenses                      | 433               | 433                    | 0                 | (433)              |                          | (433)              | 0.0%         | 433                     |
| 4101 Hedge & Tree Maintenance                    | 0                 | 0                      | 538               | 538                |                          | 538                | 0.0%         |                         |
| 4102 Grass Cutting                               | 0                 | 0                      | 4,066             | 4,066              |                          | 4,066              | 0.0%         |                         |
| 4107 Leased Plant                                | 320               | 320                    | 3,440             | 3,120              |                          | 3,120              | 9.3%         |                         |
| 4119 Maintenance - General                       | 7                 | 0                      | 619               | 619                |                          | 619                | 0.0%         |                         |
| 4121 Maintenance - Contractors                   | 0                 | 0                      | 1,720             | 1,720              |                          | 1,720              | 0.0%         |                         |
| 4122 Maintenance - Malicious Damage              | 0                 | 0                      | 269               | 269                |                          | 269                | 0.0%         |                         |
| 4123 Equipment Servicing & Repairs               | 7                 | 7                      | 323               | 317                |                          | 317                | 2.0%         |                         |
| 4124 Equipment Fuel & Oil                        | 0                 | 0                      | 430               | 430                |                          | 430                | 0.0%         |                         |
| 4125 Equipment purchase                          | 0                 | 0                      | 323               | 323                |                          | 323                | 0.0%         |                         |
| 4141 Dog Bin Servicing                           | 0                 | 774                    | 832               | 58                 |                          | 58                 | 93.1%        |                         |
| 4145 Waste Removal                               | 363               | 152                    | 1,606             | 1,454              |                          | 1,454              | 9.5%         |                         |
| 4164 Tennis Court resurfacing                    | 0                 | 0                      | 645               | 645                |                          | 645                | 0.0%         |                         |
| 4166 Uniforms                                    | 31                | 31                     | 163               | 133                |                          | 133                | 18.7%        |                         |
| 4171 Play Area Inspections                       | 0                 | 0                      | 215               | 215                |                          | 215                | 0.0%         |                         |
| 4181 Garden Waste Bins Annual Chrg               | 0                 | 285                    | 228               | (57)               |                          | (57)               | 125.0%       |                         |
| <b>Recreation Ground :- Indirect Expenditure</b> | <b>4,043</b>      | <b>7,217</b>           | <b>58,703</b>     | <b>51,486</b>      | <b>0</b>                 | <b>51,486</b>      | <b>12.3%</b> | <b>433</b>              |

**Net Income over Expenditure**      **(3,713)**      **(6,737)**      **(55,825)**      **(49,088)**

6000      plus Transfer from EMR      433      433

**Movement to/(from) Gen Reserve**      **(3,280)**      **(6,304)**

202 Gym

|                                     |       |        |         |        |  |  |       |
|-------------------------------------|-------|--------|---------|--------|--|--|-------|
| 1058 Digital Advertising            | 0     | 0      | 450     | 450    |  |  | 0.0%  |
| 1059 memberships DD                 | 9,471 | 19,012 | 118,250 | 99,238 |  |  | 16.1% |
| 1060 Gym - Classes                  | 439   | 739    | 3,000   | 2,261  |  |  | 24.6% |
| 1062 Gym - Food & Drink - Confectio | 90    | 129    | 300     | 171    |  |  | 43.1% |
| 1063 Gym - Membership SO's          | 18    | 35     | 350     | 315    |  |  | 10.0% |
| 1064 Gym - Membership Cash          | 1,435 | 2,926  | 20,000  | 17,074 |  |  | 14.6% |
| 1065 Gym - Personal Training        | 290   | 455    | 2,500   | 2,045  |  |  | 18.2% |
| 1066 Gym - Room Hire                | 0     | 0      | 404     | 404    |  |  | 0.0%  |
| 1067 Gym - Squash Courts            | 658   | 1,526  | 5,000   | 3,474  |  |  | 30.5% |
| 1068 Gym - Tennis                   | 57    | 98     | 2,000   | 1,902  |  |  | 4.9%  |
| 1070 Protein Food and drink         | 331   | 641    | 1,500   | 859    |  |  | 42.7% |
| 1073 Re-sales                       | 18    | 32     | 310     | 278    |  |  | 10.2% |
| 1074 Gym -advertising               | 17    | 179    | 0       | (179)  |  |  | 0.0%  |

## Detailed Income &amp; Expenditure by Budget Heading 01/05/2023

Month No: 2

## Cost Centre Report

|                                    | Actual<br>Current | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|--------------|-------------------------|
| 1075 Table Tennis                  | 28                | 76                     | 159               | 83                 |                          |                    | 47.7%        |                         |
| Gym :- Income                      | <b>12,851</b>     | <b>25,848</b>          | <b>154,223</b>    | <b>128,375</b>     |                          |                    | <b>16.8%</b> | <b>0</b>                |
| 4000 Salaries                      | 7,788             | 15,492                 | 87,601            | 72,109             |                          | 72,109             | 17.7%        |                         |
| 4001 Paye/NI                       | 1,667             | 1,667                  | 17,650            | 15,983             |                          | 15,983             | 9.4%         |                         |
| 4006 Pension Contributions         | 2,526             | 2,526                  | 27,512            | 24,986             |                          | 24,986             | 9.2%         |                         |
| 4010 Staff Training/ Conferences   | 0                 | 0                      | 650               | 650                |                          | 650                | 0.0%         |                         |
| 4015 Staff Travel & Subsistence    | 0                 | 0                      | 250               | 250                |                          | 250                | 0.0%         |                         |
| 4020 Audit Fees - Internal         | 0                 | 0                      | 387               | 387                |                          | 387                | 0.0%         |                         |
| 4022 Accounting Services           | 460               | 460                    | 1,183             | 723                |                          | 723                | 38.9%        |                         |
| 4034 Licences                      | 369               | 369                    | 3,870             | 3,501              |                          | 3,501              | 9.5%         |                         |
| 4035 IT Equipment                  | 0                 | 0                      | 108               | 108                |                          | 108                | 0.0%         |                         |
| 4036 IT Software                   | 0                 | 0                      | 355               | 355                |                          | 355                | 0.0%         |                         |
| 4037 IT Support and Consumables    | 150               | 301                    | 1,739             | 1,438              |                          | 1,438              | 17.3%        |                         |
| 4039 Sundries                      | 34                | 34                     | 1,161             | 1,127              |                          | 1,127              | 2.9%         |                         |
| 4040 Telephones/Broadband          | 51                | 102                    | 538               | 436                |                          | 436                | 18.9%        |                         |
| 4041 Mobile Phones                 | 9                 | 9                      | 88                | 79                 |                          | 79                 | 10.6%        |                         |
| 4045 Insurance                     | 0                 | 192                    | 1,071             | 879                |                          | 879                | 17.9%        |                         |
| 4054 Water Charges - building      | 0                 | 0                      | 1,477             | 1,477              |                          | 1,477              | 0.0%         |                         |
| 4055 Electricity                   | 269               | 269                    | 3,400             | 3,131              |                          | 3,131              | 7.9%         |                         |
| 4056 Gas                           | 30                | (202)                  | 275               | 477                |                          | 477                | (73.6%)      |                         |
| 4057 Advertising                   | 0                 | 0                      | 1,075             | 1,075              |                          | 1,075              | 0.0%         |                         |
| 4058 Digital Advertising           | 0                 | 0                      | 450               | 450                |                          | 450                | 0.0%         |                         |
| 4071 Health & Safety - Compliance  | 65                | 65                     | 1,075             | 1,010              |                          | 1,010              | 6.0%         |                         |
| 4099 Miscellaneous Expenses        | 0                 | 0                      | 105               | 105                |                          | 105                | 0.0%         |                         |
| 4116 DBS Checks                    | 0                 | 0                      | 215               | 215                |                          | 215                | 0.0%         |                         |
| 4119 Maintenance - General         | 2                 | 0                      | 538               | 538                |                          | 538                | 0.0%         |                         |
| 4121 Maintenance - Contractors     | 0                 | 0                      | 376               | 376                |                          | 376                | 0.0%         |                         |
| 4123 Equipment Servicing & Repairs | 0                 | 0                      | 1,075             | 1,075              |                          | 1,075              | 0.0%         |                         |
| 4126 Gym Equipment Purchases       | 0                 | 0                      | 4,600             | 4,600              |                          | 4,600              | 0.0%         |                         |
| 4128 Gym Contract Maintenance      | 439               | 578                    | 1,198             | 620                |                          | 620                | 48.2%        |                         |
| 4129 Gym sundries                  | 60                | 60                     | 1,290             | 1,230              |                          | 1,230              | 4.6%         |                         |
| 4157 Gym equipment for re-sale     | 0                 | 0                      | 215               | 215                |                          | 215                | 0.0%         |                         |
| 4159 Gym membership refunds        | 0                 | 0                      | 50                | 50                 |                          | 50                 | 0.0%         |                         |
| 4160 Gym Class Fees                | 769               | 769                    | 3,689             | 2,920              |                          | 2,920              | 20.8%        |                         |
| 4162 Food & Drink For Resale       | 80                | 80                     | 705               | 625                |                          | 625                | 11.3%        |                         |
| 4163 Protein products              | 344               | 344                    | 531               | 187                |                          | 187                | 64.7%        |                         |
| 4166 Uniforms                      | 0                 | 0                      | 355               | 355                |                          | 355                | 0.0%         |                         |
| 4167 Gym DD Arrangement Fees       | 595               | 1,194                  | 5,160             | 3,966              |                          | 3,966              | 23.1%        |                         |
| 4168 Air Conditioning              | 0                 | 0                      | 447               | 447                |                          | 447                | 0.0%         |                         |
| Gym :- Indirect Expenditure        | <b>15,707</b>     | <b>24,308</b>          | <b>172,464</b>    | <b>148,156</b>     | <b>0</b>                 | <b>148,156</b>     | <b>14.1%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b> | <b>(2,857)</b>    | <b>1,540</b>           | <b>(18,241)</b>   | <b>(19,781)</b>    |                          |                    |              |                         |

## Detailed Income &amp; Expenditure by Budget Heading 01/05/2023

Month No: 2

## Cost Centre Report

|                                                 | Actual<br>Current | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|-------------------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|--------------|-------------------------|
| <u>203 Leisure Centre building</u>              |                   |                        |                   |                    |                          |                    |              |                         |
| 1066 Gym - Room Hire                            | 967               | 690                    | 3,000             | 2,310              |                          |                    | 23.0%        |                         |
| Leisure Centre building :- Income               | <b>967</b>        | <b>690</b>             | <b>3,000</b>      | <b>2,310</b>       |                          |                    | <b>23.0%</b> | <b>0</b>                |
| 4000 Salaries                                   | 527               | 1,067                  | 21,807            | 20,740             |                          | 20,740             | 4.9%         |                         |
| 4001 Paye/NI                                    | 110               | 110                    | 4,177             | 4,067              |                          | 4,067              | 2.6%         |                         |
| 4006 Pension Contributions                      | 187               | 187                    | 7,715             | 7,528              |                          | 7,528              | 2.4%         |                         |
| 4039 Sundries                                   | 217               | 240                    | 703               | 463                |                          | 463                | 34.1%        |                         |
| 4042 Fire and Security Alarms                   | 0                 | 0                      | 129               | 129                |                          | 129                | 0.0%         |                         |
| 4045 Insurance                                  | 0                 | 575                    | 3,211             | 2,636              |                          | 2,636              | 17.9%        |                         |
| 4047 Cleaning Material/Consum- 4039             | 0                 | 0                      | 3,000             | 3,000              |                          | 3,000              | 0.0%         |                         |
| 4051 Business Rates                             | 986               | 1,967                  | 12,709            | 10,742             |                          | 10,742             | 15.5%        |                         |
| 4055 Electricity                                | 1,108             | 1,108                  | 14,000            | 12,892             |                          | 12,892             | 7.9%         |                         |
| 4056 Gas                                        | 120               | 352                    | 6,128             | 5,776              |                          | 5,776              | 5.8%         |                         |
| 4071 Health & Safety - Compliance               | 0                 | 0                      | 1,681             | 1,681              |                          | 1,681              | 0.0%         |                         |
| 4072 Security                                   | 70                | 70                     | 877               | 807                |                          | 807                | 8.0%         |                         |
| 4099 Miscellaneous Expenses                     | 0                 | 0                      | 376               | 376                |                          | 376                | 0.0%         |                         |
| 4117 Building improvements                      | 0                 | 0                      | 2,688             | 2,688              |                          | 2,688              | 0.0%         |                         |
| 4119 Maintenance - General                      | 58                | 0                      | 3,225             | 3,225              |                          | 3,225              | 0.0%         |                         |
| 4121 Maintenance - Contractors                  | 1,744             | 829                    | 4,300             | 3,471              |                          | 3,471              | 19.3%        |                         |
| Leisure Centre building :- Indirect Expenditure | <b>5,126</b>      | <b>6,505</b>           | <b>86,726</b>     | <b>80,221</b>      | <b>0</b>                 | <b>80,221</b>      | <b>7.5%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>              | <b>(4,159)</b>    | <b>(5,815)</b>         | <b>(83,726)</b>   | <b>(77,911)</b>    |                          |                    |              |                         |
| Grand Totals:- Income                           | <b>18,001</b>     | <b>273,390</b>         | <b>617,992</b>    | <b>344,602</b>     |                          |                    | <b>44.2%</b> |                         |
| Expenditure                                     | <b>48,935</b>     | <b>84,284</b>          | <b>626,716</b>    | <b>542,432</b>     | <b>0</b>                 | <b>542,432</b>     | <b>13.4%</b> |                         |
| <b>Net Income over Expenditure</b>              | <b>(30,934)</b>   | <b>189,107</b>         | <b>(8,724)</b>    | <b>(197,831)</b>   |                          |                    |              |                         |
| plus Transfer from EMR                          | <b>1,771</b>      | <b>1,771</b>           |                   |                    |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>           | <b>(29,163)</b>   | <b>190,878</b>         |                   |                    |                          |                    |              |                         |

Town Council – Clerk Report – June 27<sup>th</sup>, 2023

| <b>Attendee</b>                                             | <b>Action</b>                                                                                                                                                                                                 | <b>Any other Information</b>       |
|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| Town Clerk                                                  | Attended a site visit in town with SNDC and NCC representatives from the Town Improvement Project Board to discuss outstanding matters (16 <sup>th</sup> May)                                                 | See report. Appendix 1             |
| Town Clerk                                                  | Attended Large Council Clerks' Networking session (19 <sup>th</sup> May) arranged by NPTS (Norfolk Parishes Training and Support)                                                                             |                                    |
| Town Clerk & Deputy Clerk                                   | Attended an online SLCC (30 <sup>th</sup> May) (Society of Local Council Clerks) - Civility and Respect: Understanding Psychopathic and Narcissistic Behaviour webinar                                        | Slides are available upon request. |
| Town Clerk                                                  | Attended an online (7 <sup>th</sup> June) Broadland and South Norfolk Town & Parish Council Forum.                                                                                                            | Slides are available upon request. |
| Town Clerk                                                  | Attended two meetings (8 <sup>th</sup> & 9 <sup>th</sup> June) at the Harleston Sancroft Academy Secondary Phase with Ian Carstairs regarding Nature Recovery                                                 |                                    |
| Town Clerk                                                  | Attended an online meeting (13 <sup>th</sup> June) with Andy Sexton, from Broadland & South Norfolk Council "Pride in Place" to receive information on available grants.                                      |                                    |
| Deputy Clerk                                                | Attended Smaller Council Clerks' Networking session (15 <sup>th</sup> June) arranged by NPTS (Norfolk Parishes Training and Support)                                                                          |                                    |
| Cllrs- Brownsea, Attwood, Harrison, West, Scade, MBA, Digby | Councillor introductions were carried out. Councillors met the Town Council staff and visited the Cemetery, allotments, Leisure Centre, and Recreation Ground. (6 <sup>th</sup> & 7 <sup>th</sup> June)       |                                    |
| Cllrs- Brownsea, Attwood, Harrison, West, Scade, MBA, Digby | Harleston Town Council - Councillor Induction Training took place on the 19 <sup>th</sup> of June in the Social Room of the Leisure Centre – Training provided by Norfolk ALC (Association of Local Councils) | Slides are available upon request. |

## **Appendix 1**

### **Town Clerk attended a site visit in town with SNDC and NCC representatives from the Town Improvement Project Board to discuss outstanding matters (16<sup>th</sup> May 2023)**

#### **Bullock Fair Car Park**

- Claims that the control plates at the exit of the car park are damaging the underside of cars.  
**Contractor to complete further investigations.**
- Claims that the ramp was not designed for the high volume of traffic that uses the carpark.  
**Contractor to complete further investigations.**
- Cars are driving the wrong way over the control plates,  
**Enforcement cameras could be considered, Project Board to investigate.**
- Cars are mounting the pavement, driving around the new bollards, at the old entrance to the Co-op car park from Bullock Fair Close.  
**Extra bollard to be installed.**
- Cars continue to turn up Bullock Fair Close to access the car park.  
**'No Entry to Car Park' sign to be drawn up and implemented – mounted on finger post at northern side of Bullock Fair Close/Thoroughfare junction.**
- People are now using Paddock Road as an exit.  
**Project Board to investigate solutions.**
- The GPS (Sat Nav) has not been updated so this still directs people to turn left up Bullock Fair Close.  
**To be checked.**

- A resident raised a concern 'Can you please tell me who thought it was sensible to divert a comparatively high number of vehicles going to the Coop car park and the medical centres? The new route passes a school, a children play park, playing fields, old people's homes and the library. Is this really sensible and the safest option for children and old people in Harleston? This, coupled to the ridiculous new pavement area and parking areas on the one-way circuit make me think the town Council is working in isolation of what people who use and live in the town actually want.'

**New routes and TRO's have been implemented.**

- Two years or so ago the entrance to the Bullock Fair Car Park from Paddock Road was opened. The variation speed limit sign going from the 20mph Paddock Road speed limit to the 5 mph Car Park Speed Limit should really be moved from the top of Bullock Fair Close where the old entrance was to the new entrance. There is an ideal location for it on the 'no entry post' as you enter from Paddock Road. All it would take would be someone to unclamp it from the post at the old entrance and clamp it to the post at the new entrance.

**5mph limit sign to be moved to correct position at new entrance at Paddock Road.**

- On the new ramp before the control plate the bolt on one end is higher than the ramp and is very loose.

**Missing bolt to be replaced.**

- At the Co-Op emergency exit, one bollard has gone and the one next to it is badly damaged.

**Contractors to fix asap.**

**'No Entry' signs at car park entrance and exit to be swapped.**

Thoroughfare

- People are parking at the junction of Old Post Office Court for long periods of time meaning that residents cannot get in or out of their driveway. The slight difference in surface does not clearly distinguish from a parking space. There may be double yellow, but this is not working in practice.

**Planter at this location to be bolted down footway to deter parking which obstructs Old Post Office Court.**

- The Town Councils, red, temporary road barriers have been lost (since the end of the project) we think they had been taken by mistake as they are usually left on the Market Place and are used to close Exchange Street on market days and for other road closures.

**Contractor was chased about retrieving these.**

- Lorries loading and unloading are blocking the highway and stops traffic

**Project board to make decision.**

#### Bullock Fair Close

- Imprinting at the junction of Bullock Fair Close and the Thoroughfare.

**Project board to make decision.**

#### Church Street

- The printed message on Church Street to warn drivers to slow down as they approach a pedestrian area is outstanding.

**‘SLOW’ road marking to be implemented at Church Street.**

#### Exchange Street

- Update on the TRO for Exchange Street

**Waiting to receive a progress update.**

- More marked parking on Exchange Street.

**Project board to make decision.**

- Disabled parking in Exchange Street is difficult to access.

**Project board to make decision.**

- We still await diagrams to clearly show the position of parking provisions before and after the changes.

**Plan to be produced to show parking provisions before/after works.**

- Possible additional parking spaces to Exchange Street.

**Project board to make decision.**

#### Market Place

- Install removable bollards at the Exchange Street side to prevent cars pulling onto the Market Place.

**Decision to be made by project board.**

**Needs approval from South 1 area engineer –Town Clerk emailed 16/5/23 – waiting response.**

- Spray painting of the Market Place to remove any memory of the parking layout.

**Decision to be made by project board.**

**Needs approval from South 1 area engineer –Town Clerk emailed 16/5/23 – waiting response.**

- ‘No parking’ signage on the Market Place if not already addressed.

**Removing the visible parking bays will hopefully deter parking on marketplace. Signs can be implemented if required.**

**Decision to be made by project board.**

#### Broad Street

- Update on the TRO to add a disabled parking bay along Broad Street.

**Waiting for an update**

- The kerb damage opposite the Church.

**Kerb damage has been repaired.**

- Something is required to prevent the rear of vehicle blocking the path on Broad Street.

**Bollards can be implemented.**

**Decision to be made by project board.**

- 20mph repeater signs located at the junction of The Thoroughfare and Broad Street

**More traffic enforcement**

Disabled access in the town

- Permanent signage to replace short term signage.

**‘No Entry to Car Park’ sign to be drawn up and implemented – mounted on finger post at northern side of Bullock Fair Close/Thoroughfare junction.**

Paddock Road

- Road markings wearing off at Paddock Road entrance.

**Lining may need to be reinstated if worn. Needs approval from South 1 area engineer Town Clerk emailed 16/5/23 – waiting response.**

Thursday 25<sup>th</sup> May 2023

**Information sent from the Town Clerk to members of the Town Council via email – Please review all 6 pages enclosed.**

**Further Information for members of the Town Council.**

At the meeting of the Town Council dated the 17<sup>th</sup> of May 2023 members discussed the following agenda item.<sup>1</sup>

Agenda Item 17

- 17) To receive a request from Norfolk County Council for feedback on the extension to yellow lines on Love Lane and agree a response.**

Minute recorded.

**Following discussion on the proposal and the Clerk reading correspondence received from residents who could be directly impacted by the proposal the council voted by show of hands 9 against the double yellow lines and 1 abstention.**

**Council response – there seems to be little or no benefit to having the additional lines installed and a number of residents have opposed this since the publishing of the agenda. The Council would like further information as to why Norfolk County Council are pursuing this at this time.**

Norfolk County Council has provided me with additional information, which is outlined in this document (see below).

Following your review of the new information, you need to decide whether you would like the Town Council to discuss this matter again.

According to the Town Council's Standing Orders (SO7 and SO9), as the Proper Officer, I will require written notice from councillors on or before Monday 13th June 2023 requesting that the Council revisit this issue.

You can simply email: -

**In relation to Norfolk County Council's feedback on the extension of yellow lines on Love Lane, I request that the Council revisit a previous discussion.**

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<sup>1</sup> <https://harleston-tc.gov.uk/wp-content/uploads/simple-file-list/Minutes/Full-Council-Minutes/Full-Council-Minutes-2023/Minutes-Full-Council-Meeting-2023-05-Draft.pdf>

If I receive a majority of requests, I will include the item on the June Town Council agenda so that you can discuss this matter again.

Many thanks

Clare

|                                                             |
|-------------------------------------------------------------|
| <b>Town Clerk advice to the members of the Town Council</b> |
|-------------------------------------------------------------|

The Town Council have standing orders that state the following: -

**Harleston Town Council - <sup>2</sup>Standing Orders**

**7) Previous Resolutions**

a) A resolution shall not be reversed within six months except by a special motion, which requires written notice by a majority of the serving councillors to be given to the Proper Officer in accordance with standing order 9. b

b) When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months, unless there is new and relevant information.

**9) Motions for a Meeting that Require Written Notice to be Given to the Proper Officer**

b) No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 14 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

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<sup>2</sup> <https://harleston-tc.gov.uk/policies-and-procedures/>

**Norfolk County Council have provided further information as detailed below.**

The following reply was submitted to Norfolk County Council on the 22<sup>nd</sup> of May 2023

**Reply Slip**

**PLA351 - Love Lane, Harleston – Double yellow lines**

**From:**

**Harleston Town Council**

I / We have considered the above proposals and:

am/are in favour /  
do not object

☐

object

☒

(please tick as appropriate)

Comments:

**The Town Council voted against the proposal for double yellow lines.**

**Council response – there seems to be little or no benefit to having the additional lines installed and a number of residents have opposed this.**

**The Town Council would like further information as to why Norfolk County Council is pursuing this at this time.**

Signed: **Clare Crane** ..... Dated: **22<sup>nd</sup> May 2023**.....

Name (please print): **Clare Crane – Town Clerk** .....

**The following response was received from Traffic Order Scheme Norfolk County Council on Wednesday 24<sup>th</sup> May 2023.**

I note your Town Council's objections and your request for further information as to why we are pursuing this proposal.

Firstly, this project forms part of a countywide 4 year program of small safety related schemes as part of our 'Road Safety Community Fund' (RSCF). This fund is similar to the 'Parish Partnership Scheme' which I'm sure you will be familiar with if the Town Council has ever made a bid for joint funding in the past. The main difference with the RSCF is the bids are decided by and made by the local County Councillors in your case by Martin Wilby. Each Councillor can make approximately 2 or 3 schemes within their area as funding is limited to give all members an equal share.

Now to explain the proposals in more detail, the plan previously emailed to you, copy attached, shows both existing (green) and proposed (blue) double yellow road markings. Both need further explanation

1. Existing markings, following carriageway surfacing in the past it has come to light that the road markings were not reinstated in accordance with the current 'Traffic Regulation Order' (TRO) and therefore must be amended for them to be enforceable. This part of the work we have no discretion over and could be completed without consultation. The two main issues with the existing markings are as follows:

#### **London Road**

The markings at the front of 1 Love Lane and 19 London Road as can be seen in the GoogleStreetView images below differ in length. The first image is from September 2022 shows the current incorrect markings and the second from June 2011 as they should be when compared to the wording of the TRO. The markings are necessary for safety reasons on both sides of the junction to Love Lane to improve the visibility when entering and exiting the junction. The markings also need to be replaced across the footway, as they do on the north side of the junction.



### Love Lane

The yellow lines at the end of the lane were not reinstated following surface dressing. They were painted beyond the extents of the adopted public highway onto privately owned ground, this has been verified by our Highway Boundary Team. It is our intention to reinstate the markings just within the boundaries of the adopted highway. The owner of the land are then considering installing some sort of demarkation of the extent of their land. Again this is work that we wouldn't need to consult upon but has been included with the new additional proposed markings.



2. Proposed markings, the additional markings shown in blue at the side of number 1 Love Lane are to ensure emergency blue light vehicles can gain access at all times to the end of the lane and to the properties at the end of the lane as well as to the rear of 1 Love Lane, 19/21 & 23 London Road. The lane is very narrow as you enter Love Lane and certainly would not be wide enough for two vehicles to pass one another, and so no one should be parking here preventing ingress and egress anyway. The new section of markings at the bottom of the lane on the southern side prevents obstruction to the two properties driveways. We believe the proposed markings just reinforce what should be regarded as common sense. A break in the proposed additional markings will allow for some parking provision.

I hope the above adequately explains the reasoning and justification for our proposals, should you need further clarification then please feel free to contact us again. Once the above has been discussed at your next Town Council meeting, I am hopeful that your objection will be revoked, I look forward to hearing from you to confirm your final decision in due course.

End

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Email sent to Cllr M Wilby – Forwarded onto the Clerk 5<sup>th</sup> June 2023

Dear Member,

I am contacting you regarding the Road Safety Community Fund (RSCF), which is now entering its third year. This email provides you with more comprehensive information on the process and next steps involved and explains how we can support you in developing your road safety ideas.

You may be aware that the second areas to be progressed last year were North Norfolk, Broadland & Great Yarmouth, and delivery of the approved schemes is in progress. We are now looking for tranche 3 schemes within the South Norfolk and Breckland areas for delivery in 2024/25.

The RSCF funding is similar to your Local Member Fund (LMF) as you can prioritise and decide where you believe the greatest benefits can be achieved. Whilst there is no limit to the number of bids you can submit, the available budget is approximately £10,400 per Member based on all Members making a submission. For your information and guidance, to date the average number of successful applications has been 2 per Member, and the greatest number of any Member has been 4, with some of these being supported by additional external funding. That's not to say we didn't receive more applications, but not all suitable schemes could be funded, therefore your prioritisation of bids is helpful.

In contrast to the Parish Partnership initiative, there is no expectation for matched funding to finance any part of the scheme. The £10,000 maximum allocation per scheme includes design work, legal fees, consultation process, supervision as well as the cost of the materials and work on site.

All applications we receive should be supported by you as the County Council Member. We are particularly keen to encourage schemes that are likely to reduce personal injury accidents in your division, and bids of this type will be given greater consideration when prioritising applications. Bids should also demonstrate how the proposals contribute to the Council's Local Transport Plan priorities and should benefit the whole community.

### **How to submit an application for consideration**

To ensure applications are within the scope of the Fund and are appropriate for consideration, Members (or their supported nominee) should firstly consult with their local Highway Engineer for initial advice. Their details can be found via this link [here](#) and are highlighted in blue. The Highway Engineers will be able to assist you with your proposals by initially providing you with advice on engineering solutions and whether the proposal complies with legislation, good practice and our own specific requirements (such as Norfolk's Speed Management Strategy) and can provide an approximate cost estimate for the proposal.

Once a proposal has been agreed with your Highway Engineer, they will submit your bid details to me to review along with all other Member bids.

I would be grateful to receive your bids by Friday **24 November 2023**.

All bids will be evaluated upon receipt and if they meet the above criteria they will be added to a provisional programme. Once all applications have been received, they will be prioritised, as there is only funding for approximately 30 to 40 schemes. Subject to approval by the Council's Cabinet in spring 2024, you will be notified of your successful bids. The successful projects will then be progressed via our design teams and constructed by our contractors during 2024/25.

The details attached (RSCF Eligible Measures List) give you some idea of the types of bids suitable for the RSCF as well as a list of those that are either outside the criteria of our funding or that would simply exceed the limit of £10,000 per scheme. Finally, please remember bids should be localised and should not look to cover a wider area.

If you need further information on the application process, please feel free to contact me or my Project Engineer, John Cotton, by using our email addresses or by phoning 01603 223851 for me or John on 01603 819838. For advice on the scheme practicalities and/or likely costs, please contact your local Highway Engineer.

# **Norfolk** County Council Road Safety Community Fund – Eligible Safety Measures

| PHOTO EXAMPLES                                                                      | SAFETY MEASURE                                                             | NOTES                                                                                                                                                                                                                                                                                                                                                          | ESTIMATED COST                                           |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
|    | <b>SPEED LIMITS</b><br>(ALTERATIONS OR EXTENSIONS)                         | <ul style="list-style-type: none"> <li>Needs a traffic regulation order (TRO). This is a complex legal procedure that takes on average 9-12 months to complete.</li> <li>The only funding stream available for small scale TROs.</li> <li>Must comply with government guidance notes and Norfolk's Speed Management Strategy.</li> </ul>                       | <b>£4,000 - £10,000</b>                                  |
|    | <b>NEW WAITING RESTRICTIONS</b><br>(OR EXTENSIONS/ AMENDMENTS TO EXISTING) | <ul style="list-style-type: none"> <li>Includes single/double yellow lines with/out loading bans and can be time related and include parking, loading or disabled bays.</li> <li>Used to control parking and prevent unsafe or obstructive parking.</li> <li>All restrictions need a TRO, which can take 9-12 months to complete the legal process.</li> </ul> | <b>£9,000 - £30,000</b><br>(Dependent upon many factors) |
|    | <b>VILLAGE GATEWAYS</b>                                                    | <ul style="list-style-type: none"> <li>Effective in reminding drivers they are entering a different environment.</li> <li>Often incorporating both a speed limit and parish name plate and erected in pairs, one each side of the road.</li> <li>Cost shown is per pair of gateways - including speed limit and parish name plate.</li> </ul>                  | <b>£7,000 - £10,000</b>                                  |
|    | <b>SPEED ROUNDEL ROAD MARKINGS</b>                                         | <ul style="list-style-type: none"> <li>Mainly used at speed limit terminals to highlight change of limit.</li> <li>Visual and work well to reinforce changes of speed limits and environments, especially in conjunction with other measures eg village gateways. Cost shown per roundel.</li> </ul>                                                           | <b>£400</b>                                              |
|   | <b>SAFETY AWARENESS MESSAGING SIGNS (SAM2)</b>                             | <ul style="list-style-type: none"> <li>A mobile battery-operated flashing speed sign.</li> <li>Needs repositioning by the Parish/Town Council every 4 weeks.</li> <li>Very popular and well received by towns and parishes.</li> <li>Town/Parish Council responsible for maintaining.</li> <li>Should be considered along with other measures.</li> </ul>      | <b>£4,000</b>                                            |
|  | <b>'PART-TIME ADVISORY' 20MPH SPEED LIMITS OUTSIDE SCHOOLS</b>             | <ul style="list-style-type: none"> <li>A school sign with flashing 'wig wag' lights – mains electric or solar powered.</li> <li>Programmable to operate at school busy times, AM &amp; PM.</li> <li>Only an advisory limit and cannot be enforced.</li> <li>Cost shown is per pair of signs provided.</li> </ul>                                               | <b>£10,000</b>                                           |

|                                                                                    |                                             |                                                                                                                                                                                                                                                                                                                                                     |                                                                               |
|------------------------------------------------------------------------------------|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
|   | <b>PEDESTRIAN CROSSINGS - DROPPED KERBS</b> | <ul style="list-style-type: none"> <li>Provides easier movement for people with wheelchairs, mobility issues, prams and buggies.</li> <li>On main thoroughfares tactile paving can also be used to aid the visually impaired.</li> <li>Cost shown is per pair of dropped kerbs provided.</li> </ul>                                                 | <b>£3,000</b>                                                                 |
|   | <b>TRODS</b>                                | <ul style="list-style-type: none"> <li>A way of providing a low-cost footpath using unbound compacted material.</li> <li>Provides an aesthetically acceptable solution, particularly in environmentally sensitive areas.</li> </ul>                                                                                                                 | <b>Basic Cost £60/m2</b><br>(Excl kerbing, edge support & traffic management) |
|   | <b>THINK! SIGNS</b>                         | <ul style="list-style-type: none"> <li>A number of signs from the Government's former 'THINK!' campaign was retained by NCC.</li> <li>These are available to highlight various road safety issues.</li> <li>Can only remain in place for 3 months at a time as a temporary means of raising awareness of issues. Cost per pair of signs.</li> </ul> | <b>£500</b>                                                                   |
|   | <b>SCHOOL KEEP CLEAR MARKINGS</b>           | <ul style="list-style-type: none"> <li>Only provided outside schools, in immediate vicinity.</li> <li>Can be new markings or extensions to existing ones, if supported by the school.</li> <li>Helps prevent dangerous/obstructive parking.</li> </ul>                                                                                              | <b>£600</b>                                                                   |
|  | <b>VEHICLE ACTIVATED SIGNS (VAS)</b>        | <ul style="list-style-type: none"> <li>A static flashing sign – mains electric or solar powered.</li> <li>Aimed at addressing a specific issue/problem.</li> <li>Only considered as a hazard warning sign – not to highlight speeding.</li> </ul>                                                                                                   | <b>£6,000 - £25,000</b>                                                       |

### IMPORTANT INFORMATION

The following measures/schemes/bids will **NOT** be deemed acceptable or eligible for RSCF Funding:

- Any of the above measures costing over £10,000, unless supported by additional, secured funding eg Local Member Fund
- Any proposed scheme/bid that does not meet the RSCF criteria
- Road/Speed Safety Cameras – Permanent or Mobile. Contact Norfolk Safety Camera Partnership (Tel. 01603 276433)
- Controlled Toucan, Pelican or Zebra Crossings
- Speed Tables or Speed Cushions



## **Norfolk** County Council **Road Safety Community Fund – Eligible Safety Measures**

- Priority Chicanes or Priority Road Narrowing
- Footway Build Outs
- Permanent 20 MPH Speed Limits
- Sheltered Parking
- Resident Parking Zones
- Pay and Display (P&D) Parking Bays
- Low Energy LED Street Lights
- Mirrors in the Highway

*AfH**Action for Harleston - Improving people's lives*[actionforharleston@outlook.com](mailto:actionforharleston@outlook.com)

5/6/23

Dear Clare,

As I said to the Council at the last Council meeting. In view of the problems in the Town centre, I was running a poll on whether my members thought Closed Circuit Television in the Town centre a good idea or not, as a readily available sample poll. This could inform the Council as to whether or not to pursue the matter with the residents in total.

**Results.**

Membership – approximately 1000

188 persons voted

- 89% for Closed Circuit Television in the Town centre
- 4% were against
- 7% wanted more information before making a decision

Thus, of the persons who voted, a good majority were in favour of Closed-Circuit Television in the Town centre.

**However, since only 18.8% of the membership bothered to vote at all, it is obvious that there is no demand for Closed Circuit Television in the Town centre.**

In view of this, it would be my recommendation to the Council that they do not need to pursue this matter further in any way.

Should further enquiries come into the Council on the question of Closed-Circuit Television in the Town centre, I am perfectly happy for the above information to be provided to the enquirer.

For your information,

Barry Woods  
Chairman  
Action for Harleston